



**SOUTH CAROLINA**  
**STATE DEPARTMENT**  
**OF EDUCATION**

**PowerSchool**  
**Data Collection Manual with**  
**Specific Fields Defined**

**South Carolina State Reporting**

**2015-2016**

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## Introduction

**PowerSchool** is the current student information system (SIS) provided to school districts by the SC Department of Education and is the main source for STUDENT DATA collections. Student-level data are input, validated and maintained by local school districts. The data are then transferred (pushed from districts) electronically to the Department of Education via the SIS Web Extract and Export Tool (SWEET) during defined collection periods. SCDE technology staff members are continuing efforts to update the method through which student data are transferred to SCDE servers. The submitted “source” data are ultimately used to fulfill SC State and/or national data reporting mandates. Only data values that are needed for reporting purposes are included in the queries that the SCDE PowerSchool data team uses for data transferred.

### Changes for 2015 -16

The migration of state reporting, PS core, and/or district-level custom fields to database extended tables is the greatest change for PowerSchool for the 2015-16 school year. Updates and changes for data fields, page layouts, and data values for the 2015-16 school year are indicated in **an orange font** in this document. **You will need to refer to the “PS Field Migration to the Extended Schema” spreadsheet to compare the “old” field and table names to the new field and table names.**

The *Starting the New School Year, 2015-16* guide specifies the changes to SC PowerSchool and is posted on the SCDE website. Refer to that document for edits, updates, and new fields necessary to meet required changes. As other changes occur, updates will be provided. Another great resource for SC specific data is located on PowerSource *South Carolina State Reporting Guide, PowerSchool Student Information System*.

Included in this manual is the following information:

- Schedule of data collection periods
- SCDE office names and contact information
- Collected data - usage information
- State specific fields requested for reporting through various offices within SCDE

When appropriate, each of the collected fields includes the following information

- Display field name, internal field name, and the table in which value is stored; for example, in the first entry below: “Course” is the display name; (Course\_Number) is the internal field name; and [Courses(2)] is the table in which the data value is stored.
- Definition of the data value based on what information is needed by the content program
- Description of how each field is to be used
- Reference to existing documentation about the field
- Valid value (s) for the field (s).

NOTE: For each PS page there will be a table listing the field names required to be populated, the office using the field and the first due date the field will be collected. The following special codes denote how particular data elements are used for required reporting of the student information:

- (HQ) = field is used to determine Highly Qualified Status for teachers
- \*\*\* = field is used for ESEA Waiver (AYP) or District Report Card
- ### = field is used for E-rate or Direct Certification

Review/download the latest *South Carolina State Reporting Guide - PowerSchool Student Information System* and the *South Carolina State Reporting Data Dictionary (latest version)*, *PowerSchool Student Information System* for complete information for format, field length, short description and other technical details from PowerSource. You are encouraged to use this online resource provided through PowerSchool: <https://support.powerschool.com> .

### SCDE Program Contacts

The following are SCDE office abbreviations and names, directors for those offices and the contact information for persons you will need to call with your CONTENT questions. Please submit an e-Service request through the SCDE Member Center for PowerSchool technical questions at <https://eservices.ed.sc.gov> . Feel free to follow up with an email and reference the case number for your ticket, especially if you have an emergency. PowerSchool team members are Susan Bell, ([sbell@ed.sc.gov](mailto:sbell@ed.sc.gov)), Kelly Wishert-Hoskins ([kwhoskins@ed.sc.gov](mailto:kwhoskins@ed.sc.gov)), Dedra Cox ([Dcox@ed.sc.gov](mailto:Dcox@ed.sc.gov)), Wyatt Cothran ([wcothran@ed.sc.gov](mailto:wcothran@ed.sc.gov)), and Lisa Woodard ([lwoodard@ed.sc.gov](mailto:lwoodard@ed.sc.gov)).

Office	Contact Name (s)	Contact Number

Office	Contact Name (s)	Contact Number
<b>Assessment</b> Director: Elizabeth Jones	Imelda Go, PhD. – Psychometrics – Precode Joe Saunders – Psychometrics - Precode	734-8534 737-4275
<b>Career &amp; Technology Education</b> Director: Susan Flanagan	Shawn Larrimore – Administration, Data Analysis Kama J. Staton – Career Guidance & Work-Based Learning	734-8450 734-8415
<b>Early Learning and Literacy</b> Director: Jennifer Anderson	Penny Danielson – Early Childhood Literacy	734-8251
<b>Special Education Services</b> Director: John Payne	John Payne	734-2738
<b>Finance</b> Chief Finance Officer: Mellanie Jinnette	Mellanie Jinnette	734-3605
<b>Federal and State Accountability</b> Director: Roy Stehle	Evelyn Towns – Federal Accountability Darlene Prevatt – State Accountability Linda Pace – Homeless Children Jennifer Almeda – Migrant Children Crystal Fields – ELDA/ Title III Karen Cook – Teacher Effectiveness (HQ)	734-8110 734-3131 734-6010 734-8219 734-8306 734-4040
<b>Teacher Evaluation</b> Director: Kristin Joannes	Lamont Moore -- Advanced Placement, IG, G&T Christine Beyer – Comprehensive Health & Physical Education	734-8046 734-2782
<b>Medicaid Services</b> Director: Shelley McGeorge, PhD.	Quinton Harris – Special Needs Transportation	734-3698
<b>Nutrition Programs</b> Director: Juanita Bowens-Seabrook, PhD.	Diane Gills – SCAPS Walter Caudle – Data Analysis	734-8205 734-4586
<b>Research &amp; Data Analysis</b> Director: TBD Deputy Superintendent: Sheila Quinn	Cynthia Hearn – Research Sylvia Sievers – Analytics & Reporting Lisa Woodard – Data Management	734-8269 734-8215 734-8573
<b>Student Intervention Services</b> Director: Sabrina Moore, PhD.	Aveene Coleman – Dropouts, Truancy Benjamin Goodwin – At Risk Programs Sabrina Moore, PhD. – IGP	734-3057 734-8125 734-8433
<b>School Transformation</b> Director: Jennifer Morrison	Kayla Audette – Charter Schools Program Tina Jamison – Focus Schools	734-2781 734-3397
<b>Student Transportation</b> Director: Tim Camp	David Stagg – Application Analyst Dennis Meyers – State Routing Coordinator	734-8241 734-0447
<b>Virtual Education</b> Director: Bradley Mitchell	Vicki Williams – Research/Planning Administrator	734-0016

# All Enrollments Page

Information displayed on this page should reflect accurate PowerSchool student scheduling of classes (enrollment into sections) since data values for courses, enter and exit dates, and expressions are used for reports provided to federal agencies through the Office of Federal and State Accountability. Regulation R43-234 VII-D “Defined Program, Grades 9-12 and Graduation Requirements” stipulates the following for course records for students:

1. Each district superintendent must verify the accuracy of course records for students.
2. The name and code number of every course that each student takes must be entered into the student data collection system active master scheduler at the time the student takes the course.
3. Courses may not be added to the student’s historical grade or course history (transcript) without first being entered into the scheduler.
4. Courses offered in nontraditional settings such as online courses, courses offered in conjunction with a college or technical college (i.e., dual credit), and courses offered by the school through the district, state, or another type of provider must be included in the active master scheduler.

## Course Fields to be Populated for SCDE Data Collection

Display Name	Internal Field Name	First Due Date
Course***	Course_Number	Aug
Entered***	DateEnrolled	Aug
Exited***	DateLeft	Aug
Exp***	Expression	Aug

Start Page→Student Selection→All Enrollments

The screenshot shows the 'All Enrollments' page in PowerSchool. At the top, there's a breadcrumb trail: 'Start Page > Student Selection > All Enrollments'. Below this, the page title 'All Enrollments' is displayed. Underneath, there's a search bar with 'Amos, Riley Evan' and a filter '10' and 'AHS'. The main table has columns: 'Entered', 'Exited', 'Exp', 'Course', 'Teacher', 'View', and 'Edit'. The table lists various enrollment records for different students and courses, including 'Biology 1 H', 'School Counselor', 'Homeroom 10', 'Medical Terminology', 'English 3 CP American Literature', 'Lunch Yr', 'Algebra 2 CP', 'Spanish 3 H', 'PE/Weight 2 CP', 'Modern World History', 'Advisory', 'Homeroom 9', 'English 2 H', 'World Geography H', and 'PE 1 CP'.

## Clarification of Terms

<b>Course</b> <i>(Course_Number)</i> <i>[Courses(2)]</i>	<p>The course number or code identifies the exact course or activity in which the student is enrolled. You must verify the accurate use for each course code against the information listed in the updated guide, <i>ACTIVITY CODING SYSTEM for the Student Information System</i> <b>each year</b>. The Activity Coding System includes the standardized codes for courses, instructional activities, and non-instructional activities used in the student information systems in South Carolina public schools. Furthermore, this system is the foundation on which course codes, class scheduling, and class sections are built. The system standardizes data that are collected for federal and state funding and accountability purposes.</p> <p><b>The Student Information System (SIS) Eight-Character Activity/Course Code:</b>  In the student information system, eight characters are available for each instructional activity/course code. The first four characters of the SIS activity/course code will be the code you will find in the guide. The fifth and the sixth characters are district defined. The seventh character designates academic weight; and the eighth character, academic credit associated with the specific course code:</p> <ul style="list-style-type: none"> <li>• One of three different characters will occupy the seventh position: either the alpha character that represents the academic tag for credit-bearing courses, or the numeric 0, or the digit that represents the special education activity instructional approach.</li> </ul>
--	---



	<ul style="list-style-type: none"> <li>One of three different characters will occupy the eighth position. In that position will be either the alpha character that represents the unit tag for credit-bearing courses, or the numeric 0, or the digit representing a specific instructional area for the following types of self-contained classes: kindergarten, prekindergarten, multiage grouping, and special education. These classes are discussed in the section “Core Academic Subjects.”</li> </ul> <p>Although the PS course codes are not case sensitive (i. e., PS will allow you to use upper- or lower-case characters in the seventh and eighth places); other data systems used by SCDE offices and other sources that use these codes are case sensitive. For this reason, you should continue to enter uppercase letters for academic and unit tags when adding an activity to your local database course files.</p>
<b>Course</b> <i>(Course_Name)</i> <i>[Courses(2)]</i>	<p>The course name provides a short descriptive title for the course offering and is linked to the course number to identify the course or activity assigned to students. <u>If you edit this name, you have changed the course to a different offering.</u></p> <p>A student’s historical grades page will list the course code and title as it was during the year in which the student took this course. If the course name is changed and the number remains the same, the teacher/counselor assisting students with requests for the future year may think it is a different course and allow a student to request it again. If the objectives and/or curriculum are identical to those of the “old” course prior to a name change, the student could possibly get credit for retaking the same course under a different name.</p> <p>BE CAREFUL ABOUT CHANGING A COURSE NAME because it is linked to a course code! The Office of Federal and State Accountability will provide extended information for standard codes should you have questions.</p> <p>Note: Reference the Course Page in this document for information on Course Long Title.</p>
<b>Entered</b> <i>(DateEnrolled)</i> <i>[CC(4)]</i>	<p>This date reflects the date the student was scheduled to begin taking the course or activity, historically or in the current year. This date should not precede the student’s EntryDate into the school.</p>
<b>Exited</b> <i>(DateLeft)</i> <i>[CC(4)]</i>	<p>This date reflects the date the student completed or transferred out of the course or activity. Enter the first day the student’s enrollment is no longer effective; usually the first day following the last day the student was in the class/section.</p>
<b>Expression</b> <i>(Expression)</i> <i>[CC(4)]</i>	<p>The expression indicates the period and day the course was offered to the student.</p>

# Attendance Page

You should review and verify the attendance setup for your schools each year. Navigate to **Start > School > Attendance**. Ensure accuracy for the following:

- Attendance Codes, Categories and Conversions
- Full Time Equivalency Setup (Correct Grade Levels Default to the set FTE!)
- Attendance Preferences

The *South Carolina PowerSchool Attendance Setup Guide* provides more specific setup information for SC schools: <http://www.ed.sc.gov/agency/ie/rda/Power-School-Administration/PowerSchoolManualsforS.C.Pages.cfm>.

## Attendance Fields to be Populated for SCDE Data Collection [Attendance (157)]

Display Name	Internal Field Name	First Due Date
Attendance Code	Att_Mode_Code	QDC1
Attendance Code ID	Attendance_CodeID	QDC1
Attendance Date	Att_Date	QDC1
Calendar Day ID	Calendar_DayID	QDC1
Period ID	PeriodID	QDC1
Year ID	YearID	QDC1

## Daily Attendance

Start Page → Student Selection → Attendance

PowerSchool

Welcome, Louise Amos | Help | Sign Out

School: Longwood Early Childhood Center Term: 14-15 Quarter 1

Start Page > Student Selection > Daily Attendance

Daily Attendance

Amos, Louise Beale - 1 - 11091 LECC

Meeting | Daily

Change Multiple Days

8/18-8/22

8/25-8/29

9/1-9/5

9/8-9/12

9/15-9/19

9/22-9/26

9/29-10/3

10/6-10/10

10/13-10/17

M T W H F M T W H F M T W H F M T W H F M T W H F M T W H F M T W H F

Attendance Codes:  
=Present | E=Excused | T=Tardy | Z=Unexcused Tardy | U=Unexcused | A=Unverified | M=Medical | O=OutSchool | W=Weather | V=Activity | H=Homebound | I=InSchool | K=Religious | P=Principal Approved | S=Saturday | B=Bereaved | F=Influenza-Like |

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# Meeting Attendance

Start Page → Student Selection → Attendance

Start Page > Student Selection > Meeting Attendance

**Attendance**

Teacher: Timothy Avery 11 10890 LHS

Meeting | Daily

Change Meeting Attendance Update Meeting attendance for this student.

Course	Expression	7/1-7/5				7/8-7/12				7/15-7/19				7/22-7/26				7/29-8/2				8/5-8/9				8/12-8/16				8/19-8/23				8/26-8/30			
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F						
PE 2 Hyatt, Lynda Pelt Weight E: 07/01/2013 L: 01/16/2014	1(A) 1(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
Spanish 2 Hinson, Maria B. 104 E: 07/01/2013 L: 01/16/2014	2(A) 2(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
English 11 Smith, Alice Ann E: 07/01/2013 L: 01/16/2014	3(A) 3(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
Algebra III Rogers, Cynthia Hopkins 119 E: 07/01/2013 L: 01/16/2014	4(A) 4(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
Homeroom 11 Daniels, Selina Alaina 115A E: 07/01/2013 L: 06/10/2014	5(A) 5(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						

Course	Expression	9/2-9/6				9/9-9/13				9/16-9/20				9/23-9/27				9/30-10/4				10/7-10/11				10/14-10/18				10/21-10/25			
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F		
PE 2 Hyatt, Lynda Pelt Weight E: 07/01/2013 L: 01/16/2014	1(A) 1(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

## Attendance Codes Page

Attendance Codes Fields to be Populated for SCDE Data Collection [Attendance\_Code (156)]

Display Name	Internal Field Name	First Due Date
Code***	Att_Code	QDC1
Description***	Description	QDC1
Presence***	Presence_Status_CD	QDC1
Earns ADA Credit***	Calculate_ADA_YN	QDC1
Points ***	Course_Credit_Points	QDC1
Counts towards membership***	Calculate_ADM_YN	QDC1

Start Page → School Setup → Attendance Codes → (Check each individual code)

Start Page > School Setup > Attendance Codes

**Attendance Codes**

New

Code	Description	Teachers Assign	Counts ADA	Presence
A	Present	Yes	Yes	Present
B	WithAdmin		Yes	Present
C	Homebound		Yes	Absent
D	CollegeVis		Yes	Absent
E	Exc Tardy		Yes	Present
F	Excused		Yes	Absent
	Influenza-Like		Yes	Absent

**Functions**  
Attendance  
Daily Bulletin  
Enrollment Summary  
Master Schedule  
Dashboard  
Special Functions  
Teacher Schedules

**Reports**  
System Reports  
ReportWorks

**People**  
Student Search  
Staff Search  
Parent Search  
Enroll New Student  
New Staff Entry  
New Parent Entry

**Setup**  
School  
System  
Personalize

**Edit Attendance Code**

**Label**  
Code

**Description**  
Influenza-Like

**Presence Status**  
☐ Present ☒ Absent

**Code Categories**  
☒ Excused (Excused)  
☐ Tardy (Tardy)  
☐ Unexcused (Unexcused)  
☐ Unexcused Tardy (Unexcused Tardy)  
☐ Unverified (Unverified)  
☐ School Act (School Activity)

**Points**  
0

**Teacher can assign**  
No

**This attendance code is considered in ADA calculations**  
☒

**This attendance code counts towards membership**  
☒

**Sort order for display**  
7

Note: The code you set up for 'Present' (usually just a blank) should be given a sort order of 1 and be listed first. This is necessary to allow PowerGrade to take attendance properly.  
Rules for assigning the single-letter code: The single-letter code should be a letter from A to Z, a digit from 0 to 9, or a blank (blank should be used to denote 'Present'). Do not use the same letter for two different accounts; thus "A" and "a" are equivalent.

## Bell Schedules and Edit Bell Schedule Pages

It is important that you verify the Bell Schedule Setup for your school Bell schedules, correlate periods with the times that the periods meet, and determine which periods are taught on which calendar days. When you set up your school calendar, you can associate different bell schedules to different days of the year.

You want to be sure that you have all of the necessary Bell Schedules setup for the year, that the period and time information is accurate (especially if you have made any changes to your Period setup) and also that your Attendance options are set correctly. This is particularly important if you use a Bridge Period for Daily attendance Conversion.

### Bell Schedule Fields to be Populated for SCDE Data Collection [Bell\_Schedule (133)]

Display Name	Internal Field Name	First Due Date
Attendance Conversion Method***	Attendance_Conversion_ID	QDC1
Name***	Name	QDC1
Period [edit Bell Schedule]***	Period_ID	QDC1
Start Time [edit Bell Schedule]***	Start_Time	QDC1
End Time [edit Bell Schedule]***	End_Time	QDC1
Default Time In [edit Bell Schedule]***	Daily_Time_In_Default	QDC1
Default Time Out [edit Bell Schedule]***	Daily_Time_Out_Default	QDC1
Counts for ADA [edit Bell Schedule]***	ADA_Code	QDC1
Use for Daily Attendance [edit Bell Schedule]***	Daily_Attendance_Code	QDC1

## Bell Schedules Page

Start Page→School Setup→Bell Schedules

**Bell Schedules**New

Note: This list of bell schedules applies to Chapin Middle School only.

Name	Edit Schedule	Periods	Attendance Conversion Method
Regular	Edit Schedule	7	Default

## Edit Bell Schedule Page

Start Page→School Setup→Bell Schedules→Edit Bell Schedule

**Edit Bell Schedule**

Option	Value
Name	Regular x
Attendance Conversion Method	default ▾

DeleteSubmit

Start Page→School Setup→Bell Schedules→Edit Bell Schedule Item

**Edit Bell Schedule Item**

Label	Value
Period	1 ▾
Start time	⌚ 07:50 AM (Example entry: 11:50 AM)
End time	⌚ 08:00 AM (Example entry: 01:05 PM)
Counts for ADA	<input checked="" type="checkbox"/>

DeleteSubmit

**Legend**  
Icons ⌚ - Time Entry |

## Calendar Setup Page

Use Calendar Setup to view, edit, or set up your school's calendar for the current academic year. At the top of the page, the system displays the month you are currently viewing and the six months before and after it. While your school calendar displays information about when school is in session for users, the system uses the calendar and the prerequisites you define to calculate your school's ADA/ADM statistics that you report through your state reporting data collections.

### Calendar Fields to be Populated for SCDE Data Collection [Calendar\_Day (51)]

Display Name	Internal Field Name	First Due Date
Date***	Date	QDC1
Day***	Cycle_Day_ID	QDC1
Schedule***	Bell_Schedule_ID	QDC1
In Sess***	InSession	QDC1
Memb Value***	MembershipValue	QDC1
Type***	Type	QDC1
Note	Note	QDC1

Start Page→School Setup→Calendar Setup→[YEAR]

Start Page > School Setup > Calendar Setup - 2014-2015

Functions

Attendance  
Daily Bulletin  
Enrollment Summary  
Master Schedule  
Dashboard  
Special Functions  
Teacher Schedules

Reports

System Reports  
ReportWorks

People

Student Search  
Staff Search  
Parent Search  
Enroll New Student  
New Staff Entry  
New Parent Entry

Setup

School  
System  
Personalize

Applications

PowerLunch  
PowerScheduler  
PS Administrator  
PT Administrator  
ReportWorks Developer

Calendar Setup - 2014-2015

August 2014

8/14 9/14 10/14 11/14 12/14 1/15 2/15 3/15 4/15 5/15 6/15

Date	Day	Schedule	A	B	C	D	E	F	In Sess	Memb Value	Type	Note
Mon, Aug 18			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Tue, Aug 19			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Wed, Aug 20			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Thu, Aug 21			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Fri, Aug 22			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Sat, Aug 23			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		
Sun, Aug 24			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		
Mon, Aug 25			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Tue, Aug 26			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Wed, Aug 27			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Thu, Aug 28			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Fri, Aug 29			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Sat, Aug 30			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		
Sun, Aug 31			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0		

Verify # of school days in the current term.  
Set up calendar days according to a pattern.

Submit

## CATE Page (SC Career & Technology Educ. Data Entry)

The Office of Career and Technology Education requests that you populate the fields listing in the matrix below for reporting purposes. Note that your CATE reporting deadlines for you to submit CATE data are as follows:

- **Student placement follow-up report -- April 15, 2016**
- **End-of-the-year report -- due with the fourth quarterly PS data collection**

Reference the latest documentation for important fields at this website: *CATE Data Collection and Reporting*, <http://ed.sc.gov/agency/programs-services/152/>. For all CATE fields listed below, your contact is Ms. Shawn Larrymore – E-mail: [smlarrym@ed.sc.gov](mailto:smlarrym@ed.sc.gov) and Tel: 803-734-8450.

### CATE Page Changes for 2015-16

The August State Reporting Release includes a new date field and validation for each of the Certification 1-10 Fields. When you enter a new student certification, the corresponding date field must be populated and vice versa. The Certification Date 1-10 fields will include the date picker to assist with your entering dates in the correct format.

The new fields names are displayed as follows:

- Certification 1 – Certification 1 Date (CATE\_Cert\_Date1)
- Certification 2 – Certification 2 Date (CATE\_Cert\_Date2)
- ... through
- Certification 10 – Certification 10 Date (CATE\_Cert\_Date10)

#### Title Changes for Certifications

- 43 Front Desk Representative (HSC)
- A10 WISE – Financial Literacy Certification Program (FLCP)
- A21 Network Computer Technician Certification – NCT
- A22 Network Systems Technician Certification – NST
- A26 South Carolina Registered Barber License

#### Discontinued Certifications

- 79 Certified Paid Feeding Assistant
- A16 Family Caregiving Certification
- A20 CompTIA Green IT Certification

#### New Certifications

- A55 Autodesk Inventor Certified User Exam
- A56 Microsoft Certified Solutions Associate (MCSA)
- A57 Windows Server Pro: Install and Configure (Part 1)
- A58 Windows Server Pro: Manage and Administer (Part 2)
- A59 Windows Server Pro: Advance Services (Part 3)
- A60 Heat Illness Prevention
- A61 Certified Guestroom Attendant
- A62 Restaurant Server
- A63 Certified Maintenance Employee (HSC)
- A64 Advanced Child Care Training

### CATE Fields to be Populated for SCDE Data Collection

The extended schema table for the CATE related fields is S\_SC\_STU\_CATE\_X.

Display Name	Internal Field Name	First Due Date
CATE Concentrator	CATE_ConcentrInd	QDC4 Only
CATE Placement Code	CATE_PlaceLevelCode	April
Custom/Cross-Cluster CIP Code	CATE_Special_CIPCode	QDC4 Only
Certification 1 - 10	CATE_Cert1 through CATE_Cert10	QDC4 Only
Certification 1 Date – Certification 10 Date	CATE_Cert_Date1 through CATE_Cert_Date10	QDC4 Only
CIP Code	CATE_CIPcode	April
Completer	CATE_CompleterInd	April
Displaced Homemaker	CATE_DisplHomeMakerInd	April
Exceptions	CATE_ExceptionsCode	April
Remote School Number	CATE_RemoteSchCode	April
Single Parent	CATE_SingleParentInd	April
Completion Year	CATE_YrCompleted	April

Start Page→Student Selection→South Carolina State Information →CATE

**SC Career & Technology Education Data Entry**

Amos, Riley Evan 10 300010010204 THS

CATE | Early Childhood | SK Readiness Scores | SC Student Information | Precode | Transport | Work-Based Learning

Single Parent	N - No	Displaced Homemaker	N - No
Exceptions		Diploma Earned	
CATE Concentrator	Y - Yes		
CIP Code	011101 - Plant & Animal Systems		
Custom/Cross-Cluster CIP Code (Approval Required)			
Completer		Completion Year	
Remote School Number			
Certification 1	08 - Academy of Finance	Certification 1 Date	01/05/2015
Certification 2	18 - First Responder	Certification 2 Date	06/04/2015
Certification 3		Certification 3 Date	
Certification 4		Certification 4 Date	
Certification 5		Certification 5 Date	
Certification 6		Certification 6 Date	
Certification 7		Certification 7 Date	
Certification 8		Certification 8 Date	
Certification 9		Certification 9 Date	
Certification 10		Certification 10 Date	
CATE Placement Code			
Placement Employer			
Placement Phone			
Placement Job Title			
Placement Supervisor Name			
Placement Start Date			
Placement Higher Ed Name			
Placement Higher Ed Program			
Placement Military Branch			
Placement Military Training			

Submit

## Clarification of Terms

### Single Parent

(CATE\_SingleParentInd)  
(S\_SC\_STU\_CATE\_X)

The term “single parent” refers to a student: either a pregnant female student who is unmarried or a male or female student who is unmarried or legally separated from a spouse and has a minor child or children of whom he or she has either full custody or joint custody.

From the dropdown selections, choose Y (Yes), if applicable. You may change from the default of blank to N (No) to ensure the student record has been verified or simply leave the field blank to indicate not applicable. The dropdown choices are listed as the following:

- blank = blank [default]
- Y = Yes
- N = No

### Displaced Homemaker

The term “displaced homemaker” refers to an individual who has worked



<p><i>(CATE_DisplHomeMakerInd)</i> <i>[S_SC_STU_CATE_X]</i></p>	<p>primarily without remuneration to care for a home and family and for that reason has diminished marketable skills, who has been dependent on the income of another family member but is no longer supported by that income, or who is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act within two years after the date on which the parent applies for assistance under this title and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.</p> <p>If applicable, select Y for Yes; otherwise leave blank or select N for No from the dropdown choices listed as follows:</p> <ul style="list-style-type: none"> <li>• blank = blank [default]</li> <li>• Y = Yes</li> <li>• N = No</li> </ul>
<p><b>Exceptions</b> <i>(CATE_ExceptionsCode)</i> <i>[S_SC_STU_CATE_X]</i></p> <p><b>Note: Values should be deleted from this field before the new school year begins to ensure current data are entered.</b></p>	<p>Data are to be entered on an annual basis for all students for Perkins accountability indicators and report card measures. Enter I if the student has an IEP (individualized education program) indicating:</p> <ul style="list-style-type: none"> <li>• The student will not complete the requirements needed to obtain a South Carolina High School Diploma.</li> </ul> <p>AND/OR</p> <ul style="list-style-type: none"> <li>• All of the core standards for a specified CATE course/program will not be taught (i.e., mastery of only a portion of the core standards in a program is appropriate for the student).</li> </ul> <p>Use the exception code I exclusively for any student whose IEP indicates one or both of the above conditions. Many students with IEPs do receive the instruction necessary to complete the core CATE course standards and the requirements for a South Carolina High School Diploma/Certificate, and these students should not be coded as “I.”</p> <p>Enter W if the student withdrew from the CATE program or from the school during the school year.</p> <p>The dropdown choices are listed as the following:</p> <ul style="list-style-type: none"> <li>• blank = blank [default]</li> <li>• I = IEP</li> <li>• W = Withdrawn</li> </ul>
<p><b>Diploma Earned</b> <i>(DiplomaEarnCode)</i> <i>[S_SC_STU_CATE_X]</i></p> <p><b>Note the different location for this field beginning 2015-16.</b></p>	<p>Districts will enter the “Diploma Earned” data on the SC Student Information page in PowerSchool and selection will populate the “Diploma Earned” field on the CATE page which is grayed out indicating “View Only” mode.</p> <p><b>Data must be entered in the Diploma Earned field for all twelfth-grade students.</b></p> <p>The data for each student will be used to assess the school’s and district’s performance for the Perkins accountability indicators and the career center report card measure for high school graduation. Indicate in this field whether each twelfth-grade student met the criteria for receiving a South Carolina high school diploma.</p> <p>For a student to receive a SC state high school diploma, the student must complete a minimum of twenty-four units of credit as prescribed.</p> <p><b>Note:</b> For any twelfth-grade student whose Diploma Earned field is left blank and who meets all graduation requirements during the summer and receives a South Carolina high school diploma prior to the next school year, the school administrator may change the entry code to the appropriate code of F – State of SC Diploma (or H – State of SC Certificate for years <u>prior to the beginning of school year 2014-15</u>) and send a notification letter to the Office of Career and Technology Education by September 1. The notification should include the student’s name, State ID, and a request to update the Diploma Earned field.</p> <p><b>REMEMBER: select the appropriate Diploma Earned status (SC Student Information page), for your students, and the link will automatically update the View Only status on the CATE page.</b></p>

	<ul style="list-style-type: none"> <li>• Blank – None [default]</li> <li>• F – State of SC Diploma</li> <li>• N – District non-diploma award</li> <li>• X -- Did not meet requirements to graduate</li> </ul>
<b>CATE Concentrator</b> <i>(CATE_ConcetrInd)</i> <i>[S_SC_STU_CATE_X]</i>	<p>A <b>CATE Concentrator</b> is a secondary student with an assigned CIP code who has earned 3 Carnegie units of credit in a state-recognized CATE program. A state-recognized CATE program must be composed of an approved sequence of career and technology education courses leading to a career goal and must include a minimum of 4 Carnegie units of credit.</p> <p>If applicable, select Y for Yes; otherwise leave blank or select N for No from the dropdown choices listed as follows:</p> <ul style="list-style-type: none"> <li>• blank = blank [default]</li> <li>• Y = Yes</li> <li>• N = No</li> </ul>
<b>CIP code</b> <i>(CATE_CIPcode)</i> <i>[S_SC_STU_CATE_X]</i>	<p>From the drop-down box select the appropriate <u>six-digit CIP code</u>. The Classification of Instructional Programs (CIP) codes designate the specific CATE programs and are used for federal reporting and for assessing the federal Perkins accountability indicators. Every student identified as a CATE Concentrator must be assigned a CIP code approved by the OCTE.</p> <ul style="list-style-type: none"> <li>• Only assign a CIP code to designate the state-recognized CATE program in which a CATE Concentrator (defined above) earned at least 3 units. The local CATE program represented by the CIP code on the CATE page must offer a sequence of approved courses that provides the opportunity for students to complete a minimum of 4 units. (See CATE Programs: <i>CATE Student Reporting Procedures Guide</i>, CIP Codes and Courses in Appendix C, pages 60-84, and see pages 6-7 and 46 for the process for approval of Custom/Cross-Cluster CIP Codes.)</li> <li>• If a student is a CATE Concentrator in two state-recognized CATE programs, enter the CIP code/CATE program on the basis of the student's post-graduation plans.</li> <li>• Do not use the CIP Code field for any purpose other than to designate a state-recognized CATE program that offers students the approved sequence of CATE courses required to complete a minimum of 4 units.</li> </ul>
<b>Custom/Cross-Cluster CIP Code</b> <i>(CATE_Special_CIPCode)</i> <i>[S_SC_STU_CATE_X]</i>  <b>(Approval Required)</b>	<p>Enter the six-digit CIP code <u>received through SCDE approval</u>. The intent for requesting Custom/Cross-Cluster Program Approval is for a program which is designed to specifically match a student's career goals if those goals do not fall within any of the current CATE approved programs. Such customizing may even involve allowing a student to select related courses from different CATE cluster areas.</p> <p>Several criteria to remember when making a request for a CATE Custom/Cross-Cluster CIP code:</p> <ul style="list-style-type: none"> <li>• Local businesses, advisory committees, and school district/career center personnel should be consulted when a customized program for a student is being determined.</li> <li>• Each course in a customized program must include contextual learning.</li> <li>• Student has earned or will earn the third unit of the designed program before submitting request.</li> </ul> <p><b>Custom Program</b> - These CIP codes are used to identify a student who has been identified as a concentrator in CATE courses within a cluster</p> <p><b>Cross-Cluster Program</b> - These CIP codes are used to identify a student who has been identified as a concentrator in CATE courses across two or more cluster areas.</p>
<b>Completer</b> <i>(CATE_CompleterInd)</i> <i>[S_SC_STU_CATE_X]</i>	<p>A <b>Completer</b> is a CATE concentrator who has earned <b>all</b> of the required units in a state-recognized CATE program identified by the assigned CIP code.</p> <p>If applicable, select Y for Yes; otherwise leave blank or select N for No from the dropdown choices listed as follows:</p>

	<ul style="list-style-type: none"><li>• blank = blank [default]</li><li>• Y = Yes</li><li>• N = No</li></ul> <p><b>Note:</b> A CATE concentrator pursuing a 4-unit CATE program would be designated a Completer when the 4th unit is earned. A CATE concentrator pursuing a CATE program offering 6 units would be designated a Completer when the 6th unit is earned.</p>																		
<b>Completion Year</b> <i>(CATE_YrCompleted)</i> <i>[S_SC_STU_CATE_X]</i>	<p>Enter the appropriate semester and year.</p> <p>The <b>Completion Year</b> field will indicate the semester and the year in which the student completed the required units in a state-recognized CATE program:</p> <ul style="list-style-type: none"><li>• FA = Fall</li><li>• SP = Spring</li><li>• 11-19 = 2-digit Calendar Year</li></ul> <p>For school year 2014-15 the entry would be <b>FA14</b> if the student completed in the fall of 2014 or <b>SP15</b> if the student completed in the spring of 2015.</p> <p>The values for the Completion Year dropdown box are as follows:</p> <table><tr><td>Blank (default)</td><td>SP14</td><td>SP17</td></tr><tr><td>FA11</td><td>FA14</td><td>FA17</td></tr><tr><td>SP12</td><td>SP15</td><td>SP18</td></tr><tr><td>FA12</td><td>FA15</td><td>FA18</td></tr><tr><td>SP13</td><td>SP16</td><td>SP19</td></tr><tr><td>FA13</td><td>FA16</td><td></td></tr></table>	Blank (default)	SP14	SP17	FA11	FA14	FA17	SP12	SP15	SP18	FA12	FA15	FA18	SP13	SP16	SP19	FA13	FA16	
Blank (default)	SP14	SP17																	
FA11	FA14	FA17																	
SP12	SP15	SP18																	
FA12	FA15	FA18																	
SP13	SP16	SP19																	
FA13	FA16																		
<b>Remote School Number</b> <i>(CATE_RemoteSchCode)</i> <i>[S_SC_STU_CATE_X]</i>	<p>Enter the seven-digit SIDN (school identification number, sometimes referred to as the BEDS code).</p> <p>The <b>Remote School Number</b> field specifies the location where the CATE program is offered. An entry should be made in this field only if the program is offered at a location other than the student’s high school. This entry will identify the other high school or the career center that offers the particular program.</p> <p>Note: Leave this field blank if the program is offered at the student’s home high school.</p> <p><b>Example:</b> Jane Doe is a student at ABC High School (school SIDN – 0102003) and attends DEF Career and Technology Center (school SIDN – 0102995) where she is concentrating in the Culinary Arts program.</p> <p>On the CATE Page for Jane Doe who has been designated as a CATE Concentrator and assigned the CIP Code 520905, the <b>Remote School Number</b> field would be an entry of 0102995.</p> <p><b>Note: You must designate the District Where Taught and School Where Taught when a student takes a CATE course at a location other than his or her home school. See the SECTIONS page.</b></p>																		
<b>Certification 1-10</b> <i>(CATE_Cert1)</i> <i>(CATE_Cert2) through</i> <i>(CATE_Cert10)</i> <i>[S_SC_STU_CATE_X]</i>	<p>Provide certification information for your CATE students by selecting the appropriate certification(s) in the drop-down box on the CATE Page.</p> <p>You can find the listings and definitions in your <i>CATE Student Reporting Procedures Guide</i> on the web page for The Office of Career and Technology.</p>																		
<b>Certification 1 Date</b> <i>(CATE_Cert_Date1)</i> <i>(CATE_Cert_Date2)</i> ... <b>Certification 10 Date</b> <i>(CATE_Cert_Date10)</i> <i>[S_SC_STU_CATE_X]</i>	<p>You will need to populate the date field by selecting the start date for the appropriate certification information. There is a validation for each of the Certification 1-10 fields; therefore, when you enter a new certification, the corresponding date field must be populated and vice versa. The Certification Date 1-10 fields will include the date picker to assist with your entering dates in the correct format.</p>																		

**CATE Placement Information Necessary for Verification – SCDE does not collect the values for these fields:**

<b>Placement Employer</b> <i>(CATE_PlaceEmployer)</i> <i>[S_SC_STU_CATE_X]</i>	<p>Enter the name of the company (35-character limit) where the student was placed after graduation.</p>
--	--

<b>Placement Phone</b> <i>(CATE_PlacePhone</i> <i>[S_SC_STU_CATE_X]</i>	Enter the phone number (15-character limit) of the student's employer.
---	--

If you need to verify additional placement information, reference your *2015-16 CATE Student Reporting Procedures Guide* on the web page for the Office of Career and Technology.

Placement data are used to assess the placement indicator required by Perkins IV and the career center report card measure for placement. As mandated in Section 59-53-1960 of the Code of Laws of South Carolina, to continue existing work force preparation programs, other than career and technology agriculture, fifty percent of the graduates available for placement must be placed during the prior three years in the area for which training was provided. The placement data reported each school year is compiled with the data reported for the previous two years to obtain the average placement rate over the three-year period.

Students must be advised prior to enrollment in a work force preparation program of the possible discontinuation of the program and of the employment outlook for program graduates. Students enrolling in CATE programs that are not preparatory for employment must be clearly advised of this fact by the school district.

## Contacts Page

The previous Parent Information and Emergency Contacts pages accessed from the South Carolina State Information page are merged into this Contacts page. During the 2015-16 school year, you can expect updates/changes to the development of this page as users indicate the need for such changes. Currently this page includes these sections:

- Student Addresses which display as read only the student's home and mailing addresses as entered on the Demographics page.
- Parents/Contacts fields which allow data entry for Mother, Father and Guardian. Some of these fields are also on the Parents page. When the fields are populated on one of these pages, the values you enter display on the other page.
- Contacts grid with information for up to ten contacts.
- Emergency Comments

Within the Contacts grid, clicking Edit to the left displays the Contact Edit page where the user can add or edit information for the specific contact.

- The "Copy from Student link" allows the user to copy the information from the student to the contact when appropriate.
- Clicking Submit returns the user to the Contacts page. Any contacts with data will appear at the top of the grid.
- The Address and Employer fields display a check mark if data are available. Clicking the check mark opens a dialog box with the information stored for that field.
- Clicking Show Full to the right of the record opens a dialog box that displays all of the contact's information.

Contacts

Test, Student HS 11 27720 DFHS

Student Addresses

Home: Street, City, State, Zip

1234 Sunny Lane, Sumterville, SC, 29688

Mailing: Street, City, State, Zip

1234 Sunny Lane, Sumterville, SC, 29688

Parents/Contacts

	Home Ph	Day/Wrk Ph	Employer	Email
Mother(LN,FN):	803-567-8755	803-567-8756	PittyPat Gymnastics	
Father(LN,FN):	803-567-8755	803-567-8754	Self	
Guardian(LN,FN,MN):				
Guardian Alert:				

Single Parent Household:

☒

Submit

Name	Relationship	Hm Ph	Wrk Ph	Cell Ph	Emergency	Custody	Lives With	Rcvs Mail	Email	Address	Employer
------	--------------	-------	--------	---------	-----------	---------	------------	-----------	-------	---------	----------

Emergency Comments:

	Name	Relationship	Hm Ph	Wrk Ph	Cell Ph	Emergency	Custody	Lives With	Rcvs Mail	Email	Address	Employer
Edit	Contact 1											
Edit	Contact 2											
Edit	Contact 3											
Edit	Contact 4											
Edit	Contact 5											
Edit	Contact 6											
Edit	Contact 7											
Edit	Contact 8											
Edit	Contact 9											
Edit	Contact 10											

Emergency Comments:

Name (Last, First):
Relationship:

Cell Ph:
Emergency Contact:
☐

Work Ph:
Custody:
☐

Email:
Lives With:
☐

Receives Mail:
☐
Employer:

Contact 1		Student	
Street	<div></div>	Copy from Student	Street 1030 Universal Drive
City	<div></div>	Copy from Student	City Columbia
State	<div></div>	Copy from Student	State SC
Zip	<div></div>	Copy from Student	Zip 29209
Home Ph	<div></div>	Copy from Student	Home Ph 910-750-7791

## Contact Field Name Specifics

When you enroll a new student (through the Enroll a New Student Page) in PowerSchool, you have three areas in which you may specify the person (s) to whom the school and district reports or requests information about each student:

- Mother
- Father
- Guardian

You should enter the last name and first name for the mother and/or the father as the person(s) primarily responsible for the student. If **the student resides with a guardian who is primarily responsible for the student, enter the name (last, first, middle) for the guardian**. In this case, you may leave mother and father fields blank depending on the current status for the individual student.

Until the core PowerSchool application developers change the labels and/or fieldnames for mother or father to cover the various family member names most appropriate for the student (for example, Parent 1 or Parent 2), users will need to continue using the fields currently in place.

Contact fields allow for additional names of persons who may need to assist the parent/guardian with the student's transportation, emergency situations, etc. The following notes provide information for the contact fields you may need to populate:

- When the parent or guardian names, addresses, email addresses, etc. are entered on the initial student enrollment page, those same field labels and data values will display on the Contact page/grid.
- You will need to enter the Contact information for Contacts 1-5 as appropriate for each student. If the primary contact for the student is the mother (or parent 1 or guardian), you will need to enter the mother in this field and appropriate information in all the Contact 1 fields. Likewise, if father is the next person to contact, you will need to enter father information in Contact 2 fields.
- Enter contact for other persons designated by the person primarily responsible for the student as grandmother, grandfather, aunt, neighbor, etc. for contact fields 3-10.
- Indicate whether to use the listed contact for emergency purposes.
- **Remember, you may not need to enter values for each contact.**
- The table below lists the available contact fields for Contact 1; the remaining contacts will have the appropriate numbering system for their related fields, i.e., cnt2\_fname, cnt2\_lname, cnt2\_rel, etc.

Complete the data entry as necessary for your school's reporting data and contacting parents/guardians/emergency personnel. You can find the complete listing for all contacts in the *South Carolina State Reporting Data Dictionary guide posted*

Each field listed below has 10 available entries with appropriate internal field names; i.e., cnt2\_fname, cnt2\_lname.

Table: S\_SC\_STU\_Contacts\_X

Display Name	Internal Field Name	Field Size	Description
Name	cnt1_fname	20	First name of the first contact.
Name	cnt1_lname	30	Last name of the first contact.
Relationship	cnt1_rel	25	The relationship of the first contact to the student; select from drop-down.
Home Phone	cnt1_hphone	20	Home phone of the first contact
Work Phone	cnt1_Wphone	20	Work phone of the first contact
Cell Phone	cnt1_cphone	10	Cell phone number of the first contact.
Emergency	cnt1_emerg_ind	1	Indicates that contact 1 is an emergency contact for the student.
Custody	cnta1_custody (see note), cnt2_custody	1	Indicates this contact has custody of the student. Note: This internal field name "cnta1_custody" does not follow the naming convention for the contact fields; however, this "fat-finger typo" is in place and "it is what it is."
Lives With	Cnt1_living_with	1	This field is checked if the student lives with this contact.
Rcv Mail	cnt1_recvmail		This field is checked if the first contact receives a mailing.
Email	cnt1_email	75	Email of the first contact.
Address: City State Zip	cnt1_city cnt1_state cnt1_zip		These fields indicate the city, state and zip for contact 1.
Employer	cnt1_employer		Is this field necessary for schools? This field provides the name for the employer of contact 1.
Emergency Comments	Emg_Comments		Free-flow text for short note concerning emergency contact.

## Courses Page

State Board Regulation 43-234 (Effective Date 6/28/2013) requires the following for course records for students:

1. Each district superintendent must verify the accuracy of course records for students.
2. The name and code number of every course that each student takes must be entered into the student data collection system (SIS) active master scheduler at the time the student takes the course.
3. Courses MAY NOT be added to the student's historical grade or course history (transcript) without first being entered into the scheduler. The exception for this regulation is for students who have transferred in from another school or district – their completed coursework must be entered directly in to their historical grade/course history page using the transcript provided from the previous school.

### Course Fields to be Populated for SCDE Data Collection

Display Name	Internal Field Name	First Due Date
Course Name*** (Short Title)	Course_Name	QDC1
Course Number*** (HQ)	Course_Number	QDC1
Credit Hours***	Credit_Hours	QDC1
Credit Type (s)***	CreditType	QDC1
Department***	Sched_Department	QDC1
Exclude From Attendance***	Exclude_ADA	QDC1
GPA Added Value Points***	GPA_AddedValue	QDC1
Course Name - Long Title***	CrsLongTitle	QDC1

\*\*\*These data are required for reporting Highly Qualified information through the Office of State and Federal Accountability (Teacher Effectiveness); however, there are other PS fields not listed that are required for your scheduling students into their sections (classes) by term for each year.

The new extended schema table for the SC course-related custom field, Course Name – Long Title is S\_SC\_CRS\_X .



## Edit Course District Information Page

Start Page > District Setup > Courses > Edit Course District Information

**Edit Course District Information - English 9 (301102CW)**

View Course Information By Year

Label: English 9  
Course Name: English 9  
Course Number: 301102CW  
Course Name: English 9

**SC Additional Course Information**

Long Title: English 1  
Fee 1: 0  
Fee 2:   
Alternate Course Number:   
Credit Hours: 1.00  
String key was not found!  
CIP Code:   
Program for All Sections:   
Credit Type: HSA (no spaces)  
Default Maximum Enrollment: 0  
Department:   
Subject Area:   
Course Notes:   
Exclude From Attendance:   
Exclude From Storing Final Grades:   
Grade Scale: College Prep Grade Scale  
GPA Added Value Points: 0 (usually zero)  
Exclude from GPA?:   
Exclude from Class Rank?:   
Exclude from Honor Roll?:   
Use The Course For Lunch:   
Exclude On Report Cards/Transcripts:   
Post-Secondary Modifier:   
South Carolina State Report Information:   
Civil Rights Data Collection (CRDC):   
Note: Changes made here will affect this course at all schools which use the same PowerSchool server as this school.

or

## Edit Course School Information

Start Page > School Setup > Courses > Edit Course District Information

**Edit Course District Information - English 9 (301102CW)**

View Course Information By Year

Label: English 9  
Course Name: English 9  
Course Number: 301102CW  
Course Name: English 9

**SC Additional Course Information**

Long Title: English 1  
Fee 1: 0  
Fee 2:   
Alternate Course Number:   
Credit Hours: 1.00  
String key was not found!  
CIP Code:   
Program for All Sections:   
Credit Type: HSA (no spaces)  
Default Maximum Enrollment: 0  
Department:   
Subject Area:   
Course Notes:   
Exclude From Attendance:   
Exclude From Storing Final Grades:   
Grade Scale: College Prep Grade Scale  
GPA Added Value Points: 0 (usually zero)  
Exclude from GPA?:   
Exclude from Class Rank?:   
Exclude from Honor Roll?:   
Use The Course For Lunch:   
Exclude On Report Cards/Transcripts:   
Post-Secondary Modifier:   
South Carolina State Report Information:   
Civil Rights Data Collection (CRDC):

## Clarification of Terms

<b>Course Name*** – Short Title</b> <i>Course_Name)</i> <i>[Courses(2)]</i>	<p>The original activity coding system described in the 1990 <i>Basic Educational Data System Activity Coding System Manual</i> remains the basic method of codification for the state’s student information system for PowerSchool. The activity codes generated through this system and specified in the Activity Codes Manual are used in several programs and for all reporting related to specific courses, scheduling, sections, and classes related to the state’s public schools. When course titles change, courses are deactivated, or new courses are created, those changes will have an impact on those programs and reports. Think carefully prior to making any Course Name <u>changes for any courses (local board)</u> as this is not best practice if you wish to compare data longitudinally.</p> <p>Note: Changing the name of a course (short title) will not change <u>historical grade records</u> for students who have completed their coursework for the past year(s).</p>
<b>Course Number***</b> <i>(Course_Number)</i> <i>[Courses(2)]</i>	<p>You should activate courses as needed for each year’s set of requests/offerings. Course codes you add must follow the guidelines of the <i>Activity Coding Manual</i> that is posted on the Office of Accreditation’s web page. It is the responsibility of each district to ensure the current course codes and course names are used to schedule students’ classes each year so that student transcripts reflect the standard course offerings approved by the SC Department of Education.</p> <p>Checking the district’s course database against the standard codes/names will ensure accurate matches for each teacher’s current classes for the purpose of verifying the teacher’s highly qualified status through the Office of Teacher Effectiveness.</p> <p>Refer to the most current PowerSchool Basic Scheduling Training Guide appropriate for your PS version for instructions on adding or activating a course.</p>
<b>Course Name – Long Title</b> <i>(CrLongTitle)</i> <i>[S_SC_CRS_X ]</i>	<p>This is a <u>custom field</u> provided as a reference from the previous SASI long course title. You may change this title at the discretion of the district with no repercussion to your historical grade/course data. Many districts use the same title for the course or activity in both the Short Title and Long Title fields. Ensure the internal field name for this Course Name – Long Title is accurate for your use.</p>
<b>Credit Hours***</b> <i>(Credit_Hours)</i> <i>[Courses(2)]</i>	<p>The number of credits allowed per course is dependent upon several factors. Review the appropriate regulations for the proper credits for each course offering through your district:</p> <p style="text-align: center;">Title of Regulation: Regulation No.: 43-259 GRADUATION REQUIREMENTS</p>

<b>Credit Type***</b> <i>(CreditType)</i> <i>[Courses(2)]</i>	<p>Credit Types allow courses to be grouped together, and each course can be associated with one or more credit types. Listed below are credit types specific to South Carolina schools (primarily for high school courses) for both subject and grade levels:</p> <ul style="list-style-type: none"> <li>• A – English/Language Arts</li> <li>• C – Mathematics</li> <li>• E – Science</li> <li>• H – US History and Constitution</li> <li>• J – Economics</li> <li>• K – US Government</li> <li>• L – Other Social Studies</li> <li>• P – Physical Ed or Jr ROTC</li> <li>• R – Computer Science – Keyboard</li> <li>• T – Foreign Language or CATE</li> <li>• X – Electives</li> <li>• ES – Elementary School</li> <li>• MS – Middle School</li> <li>• HS – High School</li> </ul> <p>Note: The “HS” credit type is very important for IGP display/reports and Graduation Planner/Sets, <u>and the order and format for entering the credit type list impacts how courses display or do not display on reports</u>. For example, if a math course meets several graduation requirements, you would indicate this by entering more than one credit type for that course: a course unit could count for math or science or an elective, depending on the student’s career path.</p> <p>For such a course, you would input HS,C,E,X or C,E,X,HS in the credit type field on the specific math course page. You should then consistently follow the same format and order for the credit type for each course. It is important to note that when entering the credit types for each course, you need to ensure they are comma delimited with NO SPACES if you enter multiple credit types. “HS” can be <u>first for each course</u> or <u>last for each course</u>; however, you would list the credit type based on the actual graduation requirement order. In this example, the system would first determine if the student had completed math requirements (C) for graduation; if not met, the course would be considered for a math credit. If math requirements were met, then the system would determine if the student had completed science (E) requirements; and third, if both math and science were met, the system would indicate the course met elective (X) requirements.</p> <p>Note: for more information on credit types for SC courses and activities, review <i>SCDE PowerSchool Tech Note #25, November 2010 Update</i>.</p>
<b>Department</b> <i>(Sched_Department)</i> <i>[Courses(2)]</i>	<p>Indicate the subject area for courses; i.e., English, math, science as grouped by your school or district.</p>
<b>Exclude From Attendance***</b> <i>(Exclude_ADA)</i> <i>[Courses(2)]</i>	<p>Indicate in which courses/activities students should be excluded from attendance counts.</p>
<b>GPA Added Value Points***</b> <i>(GPA_AddedValue)</i> <i>[Courses(2)]</i> <b>DO NOT USE Added Values</b>	<p><u>SC schools do not use added value points</u>; the Uniform Grading Policy provides the tables for points by course types: college prep (C) honors (H), advanced placement (A), dual credit (E), IB (I) as indicated by the seventh character in the course code.</p>

<b>Prerequisite Courses</b> <i>(Prerequisites)</i> <i>[Courses(2)]</i>	Identify which courses students must take before enrolling in other courses; i.e., a student should take and complete English I prior to enrolling/taking English II.
<b>Not collected by SCDE</b>	

## Cumulative Information Page

Each district in South Carolina must define the SC\_UGP\_GPA (weighted) to meet requirements of the SC Uniform Grade Policy. The formula is as follows:

**$\text{trunc}((\text{gpa\_sum}(\text{gpa\_gpapoints()}) * \text{gpa\_potentialcredit()}) / \text{sum}(\text{gpa\_potentialcredit()}), 3)$**

and is defined as cumulative, no grade scale, counts in GPA, counts in class rank, and has potential credit. (Note that “no specific grade scale” is selected since the the grade scale for the course is used instead of a grade scale in the formula.)

### Screen shot of setup

The SC\_4.0 GPA (unweighted) is also defined as a calculation for transcript purposes. This calculation is usually requested by colleges and entities providing scholarships outside of SC. The same formula is used for this calculation, and it is defined as cumulative, 4.0 Grade Scale, counts in GPA, counts in class rank, and has potential credit. Depending on the names given to these calculations, adjustments may need to be made to the SC transcript object reports.

Note: The “Cumulative Weighted GPA” is a dynamic calculation made “on the fly” when a user runs a report or process using the grading setup and the formulas built as part of GPA Calculation Methods. Thus is is not collected by SCDE but is used by districts and schools when providing state transcripts upon student or parent requests.

## Cumulative Fields to be Populated

Display Name	Dynamic Field calculation	Table	First Due Date
Cumulative Weighted GPA  <b>Not collected by SCDE; however, must be included on student transcripts.</b>	Cat=gpacalcmethod	Gen	Deadlines for SC state scholarship transcripts to include the GPAs per the Commission on Higher Education (CHE): <ul style="list-style-type: none"> <li>December 15 for previous years transcripts</li> </ul>

Start Page > Student Selection > Cumulative Information

Cumulative Information	
Amosson, Mackey 12 45224 CHS	
Cumulative Info.	Value
SC UGP GPA	3.572
SC 4.0 GPA	3.166
Total Credits Earned	24.00
Total Credit Attempted	24.00
SC UGP Class Rank	155 of 323
SC 4.0 Class Rank	127 out of 323

Start Page > District Setup > GPA Settings > GPA Calculation Methods

GPA Calculation Methods		
Name	Description	Formula
Added Value		$\text{round}((\text{gpa\_sum}(\text{gpa\_gpapoints}() + \text{gpa\_addedvalue}()) * \text{gpa\_potentialcredit}()) / \text{sum}(\text{gpa\_potentialcredit}()), 4)$
GPA Attempted Credit	Total attempted credits calculated in the GPA	$\text{round}(\text{sum}(\text{gpa\_potentialcredit}()), 1)$
Honor Roll Q1	Honor Roll Q1	$\text{round}((\text{sum}(\text{gpa\_gpapoints}()) / \text{gpa\_count}()), 4)$
SC_4.0	South Carolina "Unweighted" GPA based on 4.0 grade scale	$\text{trunc}((\text{gpa\_sum}(\text{gpa\_gpapoints}()) * \text{gpa\_potentialcredit}()) / \text{sum}(\text{gpa\_potentialcredit}()), 3)$
SC_UGP_GPA	South Carolina Uniform Grading Policy "Weighted" Grade Point Calculation	$\text{trunc}((\text{gpa\_sum}(\text{gpa\_gpapoints}()) * \text{gpa\_potentialcredit}()) / \text{sum}(\text{gpa\_potentialcredit}()), 3)$
Simple		$\text{round}((\text{sum}(\text{gpa\_gpapoints}()) / \text{gpa\_count}()), 4)$
Simple Percent		$\text{round}((\text{sum}(\text{gpa\_percent}()) / \text{gpa\_count}()), 4)$
Weighted	SC_UGP_GPA for Uniform Grading Policy	$\text{trunc}((\text{gpa\_sum}(\text{gpa\_gpapoints}()) * \text{gpa\_potentialcredit}()) / \text{sum}(\text{gpa\_potentialcredit}()), 3)$
Weighted Percent		$\text{round}((\text{gpa\_sum}(\text{gpa\_percent}()) * \text{gpa\_potentialcredit}()) / \text{sum}(\text{gpa\_potentialcredit}()), 4)$

Excerpt from Object Report Template:

SC_4.0	The SC_4.0_Unweighted GPA uses the 4.0 College grade scale. This calculation provides the grade point average most requested by colleges and out-of-state scholarship-funding entities. Both SC UGP and SC 4.0 GPA's should appear on the college transcripts for students applying to any colleges.	$\text{trunc}((\text{gpa\_sum}(\text{gpa\_gpapoints}()) * \text{gpa\_potentialcredit}()) / \text{sum}(\text{gpa\_potentialcredit}()), 3)$
SC_UGP_GPA	The calculation based on SC Uniform Grading Policy, updated 2007, uses the grade tables for AP/IB/DC/Honors/College Prep Courses.	$\text{trunc}((\text{gpa\_sum}(\text{gpa\_gpapoints}()) * \text{gpa\_potentialcredit}()) / \text{sum}(\text{gpa\_potentialcredit}()), 3)$

# Cycle Day Page

## Cycle Day Fields to be Populated for SCDE Data Collection

Display Name	Internal Field Name	First Due Date
Day Abbreviation***	Abbreviation	QDC1
Day Name***	Day_Name	QDC1
Day Letter***	Letter	QDC1

Start Page→School Setup→Days→Cycle Days → Edit Cycle Day

## Clarification of Terms

<b>Day Letter</b> (Letter) [Cycle_Day(135)]	Enter the letter assigned to represent the day.
<b>Day Abbreviation</b> (Abbreviation) [Cycle_Day(135)]	Enter the abbreviation for the day, not to exceed three characters.
<b>Day Name</b> (Day_Name) [Cycle_Day(135)]	Enter the name of the day.
<b>SchoolID</b> (School_ID) [Students(1)]	Verify the school's name.
<b>YearID</b> (Year_ID)	Verify the current year in Years and Terms..

# District Information Page

## District Information Field to be Populated for SCDE Data Collection

Display Name	Internal Field Name	First Due Date
District Number	Value where Name='districtnumber'	Aug

Start Page→District Setup→District Information

## Clarification of Terms

<b>Name of District</b> <i>(Value where Name='districtname')</i> <i>[Prefs(9)]</i>	Enter the formal name for your district (usually found on your district stationery). <b>Note: This value is not collected by SCDE but is very necessary for your internal PS reports.</b>
<b>District Number</b> <i>(Value where Name='districtnumber')</i> <i>[Prefs(9)]</i>	Enter and verify the accuracy of the state id number (SID) for your district. This is a four-digit number stored in the Prefs table in a field called Value where Name = 'districtname.'

## Early Childhood Page

Early Childhood Education is a major strategic aim of the South Carolina Department of Education (SCDE). All children must be provided the opportunity to enter school prepared to succeed. All children deserve a quality education in a developmentally appropriate and instructionally sound learning environment, with competent, compassionate staff. High Quality will not occur without appropriate technical assistance and appropriate evaluation of Early Childhood Programs for four-year-olds and five-year-olds, as mandated by the Education Improvement Act of 1984, the Accountability Act of 1998, the 2007 Child Development Education Pilot Program, and the 2013 Legislation to Expand CDEPP. **Legislation for 2015 removed the “pilot” status; thus the current name for this program is the Child Development Education Program (CDEP).** The offices of Early Learning and Literacy, Finance, and Research and Data Analysis work jointly to gather data for evaluation. These multi-office efforts minimize duplication in data collection.

The information collected in PowerSchool for these offices provide data to do the following:

- provide appropriate funding for the programs in which these students participate
- help evaluate program quality
- determine training and professional development needs
- track the longitudinal progress of students.

### Early Childhood Fields to be Populated for SCDE Data Collection

The extended schema table for fields related to CDEP data is S\_STU\_EC\_X and the internal field names are indicated in the table below.

Display Name	Internal Field Name	First Due Date
Low Birth Weight***	EC_LowBirthWeightInd	QDC1
Income Range***	EC_FamilyIncRangeCode	QDC1
Prior Child Care***	EC_CarePriorToSchCode	QDC1
Medical Care Source	EC_MedCareSrcCode	QDC1
Early Childhood Placement***	EC_EarlyChildPlaceCode	QDC1
Class Type***	EC_ClassroomType	QDC1
Family Literacy Services***	EC_FamilyLiteracySrvcs	QDC1
Family Literacy Years***	EC_YrsFamilyLitSrvcs	QDC1
Special Needs Info***	EC_SpecNeedsCode	QDC1
Qualified At-Risk	EC_QualAtRiskCode	QDC1
Head Start***	EC_HeadStartInd	QDC1
Countdown to Kindergarten	EC_CountDownToKinderInd	QDC1
Class Curriculum	EC_ClassCurrCode	QDC1
Ed Level Mom/Female Guardian***	EdLevel_MomFG	QDC1
Years Ed Mom/Female Guardian***	YearsED_MomFG	QDC1

Start Page→Student  
Carolina State

Selection→South  
Information→SC Early

**SC Early Childhood Data Entry**

Amos, Sierra Parker -1 26114 NES

CATE | Early Childhood | 5K Readiness Scores | Student

Low Birth Weight

Prior Child Care

Medical Care Source

Early Childhood Placement

Class Type

Family Literacy Services

Special Needs Info

Qualified At-Risk

Head Start

Countdown to Kindergarten

Class Curriculum

Ed Level Mom/Female Guardian

Years Ed Mom/Female Guardian

Date Tested:

Score

DIAL MOTR\_SubScale

DIAL CONC\_SubScale

DIAL LANG\_SubScale

DIAL Self\_SubScale

DIAL SEMot\_SubScale

Childhood Data Entry



## Clarification of Terms

<b>Low Birth Weight</b> <i>(EC_LowBirthWeightInd)</i> <i>[S_SC_STU_EC_X]</i>	<p>This field needs to be collected for all four-year-old children (4K) and any five-year-old (kindergarten) children who were not served when they were four.</p> <p>Select Yes if the birth weight is below 5.5 pounds. Select No if the birth weight is 5.5 pounds or more.</p> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• Y – Yes</li> <li>• N – No</li> </ul>
<b>Income Range</b> <i>(EC_FamilyIncRangeCode)</i> <i>[S_SC_STU_EC_X]</i>	<p>The income range of the family needs to be collected for all four-year-old (4K) children and any five-year-old (kindergarten) children who were not served when they were four.</p> <p>Select the income range level of the family from the choices below:</p> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• 1 – 0-10,000</li> <li>• 2 – 10,001-20,000</li> <li>• 3 – 20,001-30,000</li> <li>• 4 – 30,001-40,000</li> <li>• 5 – 40,001-50,000</li> <li>• 6 – 50,001-60,000</li> <li>• 7 – 60,000 or above</li> <li>• 8 – Parent Refused to Provide</li> </ul>
<b>Prior Child Care</b> <i>(EC_CarePriorToSchCode)</i> <i>[S_SC_STU_EC_X]</i>	<p>Submit this field only for four-year-old (4K) and five-year-old (kindergarten) children who were not previously enrolled in public school 4K or CD programs.</p> <p>Select the descriptor that best describes the last school or childcare setting the child attended prior to entering this school-based program.</p> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• C – Center Based Care</li> <li>• F – Family Child Care Center [Home-based]</li> <li>• H – Head Start</li> <li>• M – Home w/ Family Member</li> <li>• N – Home w/ Non-Family Member</li> </ul>
<b>Medical Care Source</b> <i>(EC_MedCareSrcCode)</i> <i>[S_SC_STU_EC_X]</i>	<p>Select the medical care source for all four-year-old (4K) and any five-year-old (kindergarten) children who were <u>not</u> served in 4K. This is the source the family generally uses for their medical care.</p> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• C – Free Health Clinic (a free, public health type clinic)</li> <li>• E – Emergency Room</li> <li>• F – Family Physician</li> <li>• O – Other</li> </ul>

<b>Early Childhood Placement</b> <i>(EC_EarlyChildPlaceCode)</i> <i>[S_SC_STU_EC_X]</i>	<p>This information needs to be collected each year for all 4-year-old (4K) and all 5-year-old (kindergarten) children.</p> <p>Select the entry that best describes the placement of the child in the early childhood class. A Multiage Classroom may be serving a combination of 3-, 4-, and 5-year-old children.</p> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• 3 – Classroom for 3-year-olds (Children whose third birthday is on or before September 1 of the current school year)</li> <li>• 4 – Classroom for 4-year-olds (Children whose fourth birthday is on or before September 1 of the current school year)</li> <li>• 5 – Classroom for 5-year-olds (Children whose fifth birthday is on or before September 1 of the current school year)</li> <li>• M – Multiage Classroom (Multiage classrooms serve children of more than one grade span – for example, 3- and 4-year-old children together – there are many types of combinations.)</li> </ul>
<b>Class Type</b> <i>(EC_ClassroomType)</i> <i>[S_SC_STU_EC_X]</i>	<p>This information needs to be collected each year for all 4-year-old children (4K); it does <u>not</u> need to be collected for kindergarten children (five-year-olds).</p> <p>Select the location of the early childhood classroom:</p> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• DSF – Full-day</li> <li>• DSH – Half-day</li> <li>• HSF – Head Start Facility Full-day</li> <li>• HSH – Head Start Facility Half-day</li> </ul>
<b>Family Literacy Services</b> <i>(EC_FamilyLiteracySrves)</i> <i>[S_SC_STU_EC_X]</i>	<p>This field should be populated for four-year-olds (4KPre-Kindergartners) and any five-year-olds (K-Kindergartens) who did not participate in 4K. Code “N” (None) if the family did not participate.</p> <p>Family Literacy, by definition, integrates four components:</p> <ol style="list-style-type: none"> <li>1. adult literacy (adult education: basic literacy, GED, High School Diploma, ESL)</li> <li>2. parent education</li> <li>3. child development</li> <li>4. parent and adult-child interactive literacy time</li> </ol> <p>Select the entry that indicates which adult family members of the child have participated in a school district Family Literacy Program:</p> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• B – Both Parents</li> <li>• F – Father</li> <li>• G – Guardian [or Grandparent]</li> <li>• M – Mother</li> <li>• N – None</li> </ul>
<b>Family Literacy Years (of Service)</b> <i>(EC_YrsFamilyLitSrves)</i> <i>[S_SC_STU_EC_X]</i>	<p>Enter this field for four-year-old (4K) and any five-year-old (kindergarten) children who did not participate in 4K. Leave the field blank if the parent(s) did not participate.</p> <p>Indicate the number of years that the parent(s) received district family literacy services:</p> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• 1 – Under 1 year</li> <li>• 2 – 1-2 years</li> <li>• 3 – 2-3 years</li> <li>• 4 – 3-4 years</li> </ul>

<b>Special Needs Info</b> <i>(EC_SpecNeedsCode)</i> <i>[S_SC_STU_EC_X]</i>	<p>This field is only for four-year-old (4K) and five-year-old kindergarten (5K) children who were not served as four-year-olds <u>or</u> whose status may have changed since their year of 4K service.</p> <p>Select the student's disability status:</p> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• E – Emotional Disability</li> <li>• L – Learning Disability</li> <li>• O – Other</li> <li>• P – Physical Disability</li> <li>• S – Speech Disability</li> </ul> <p>Note: Though these selections appear to be duplicated in EFA, these codes differ and data values submitted are not used for EFA funding purposes.</p>
<b>Qualified At-Risk</b> <i>(EC_QualAtRiskCode)</i> <i>[S_SC_STU_EC_X]</i>	<p>This field is only for five-year-old (kindergarten) children who were <u>not</u> served in 4K (preschool for four-year-old children).</p> <p>Select the primary reason this qualified, at-risk five-year-old child was not served in a 4K program when he/she was four years old.</p> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• C – Classroom Space</li> <li>• D – DIAL Score</li> <li>• L – Lack of full-day service</li> <li>• P – Personnel</li> <li>• T – Transportation</li> <li>• O – Other</li> </ul>
<b>Head Start</b> <i>(EC_HeadStartInd)</i> <i>[S_SC_STU_EC_X]</i>	<p>Indicate whether or not a child was served by Head Start any time from birth through age 4 (if the child was served in 4K) or kindergarten (if the child was not served in 4K).</p> <p>Do not populate the field for the kindergarten year if service was completed when the child was in 4K.</p> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• Y – Yes</li> <li>• No – No</li> </ul>
<b>Countdown to Kindergarten</b> <i>(EC_CountDownToKinderInd)</i> <i>[S_SC_STU_EC_X]</i>	<p>This field should be entered only for five-year-old children (kindergarten year).</p> <p>Indicate whether or not the child received Countdown to Kindergarten home visits during the summer prior to kindergarten:</p> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• Y – Yes</li> <li>• No – No</li> </ul>
<b>Class Curriculum</b> <i>(EC_ClassCurrCode)</i> <i>[S_SC_STU_EC_X]</i>	<p>This field should be entered for all 4K and kindergarten children.</p> <p>Indicate which of the recommended early childhood training/early childhood professional development models the District (or school) has opted to use for this child's classroom.</p> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• 01 – High/Scope</li> <li>• 02 – Montessori</li> <li>• 04 – Creative Curriculum</li> <li>• 05 – Other</li> </ul>

<b>Ed Level Mom/Female Guardian</b> <i>(EdLevel_MomFG)</i> <i>[S_SC_STU_EC_X]</i>	The Education Level field indicates the highest education level attained by the parent (Mother) or guardian. SCDE default codes in PowerSchool, with the addition of the “GED,” are as follows: <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• B – Bachelor’s Degree</li> <li>• G – GED</li> <li>• H – High School Degree</li> <li>• M – Master’s Degree</li> <li>• N – No HS Diploma</li> <li>• P – PhD</li> <li>• T – Two Year Associate Degree</li> </ul>
<b>Years Ed Mom/Female Guardian</b> <i>(YearsED_MomFG)</i> <i>[S_SC_STU_EC_X]</i>	SCDE uses this field to indicate the years of formal education of the Mother or female guardian. Select from 01 – 30 where appropriate. SCDE’s use of this field takes precedence over district use.

### DIAL3/DIAL4 Scores

You will need to enter the DIAL3 or DIAL4 test score data (based on which of these tests is administered at your schools) for students who meet the following criteria:

- For the purpose of CDEP, a child must be four years of age on or before September 1, xxxx.
- The test is usually administered in the spring before 4K.
- The assessment can be used for children whose ages fall between 2.6 – 5.11.

### Dial 3 or 4 Test Score Fields to be Populated for SCDE Data Collection

The following are fields that capture the test information required to be populated for the Offices of Early Learning and Literacy and Research and Data Analysis:

Display Name	Internal Field Name	First Due Date
Date Tested (MM/DD/YYYY)	DIAL_Test_Date	QDC1
DIAL MOTR_SubScale Number	DIAL_MOTR_SubScaleNum	QDC1
DIAL MOTR_SubScale Percent	DIAL_MOTR_SubScalePer	QDC1
DIAL CONC_SubScale Number	DIAL_CONC_SubScaleNum	QDC1
DIAL CONC_SubScale Percent	DIAL_CONC_SubScalePer	QDC1
DIAL LANG_SubScale Number	DIAL_LANG_SubScaleNum	QDC1
DIAL LANG_SubScale Percent	DIAL_LANG_SubScalePer	QDC1
DIAL SELF_SubScale Number	DIAL_SELF_SubScaleNum	QDC1
DIAL SELF_SubScale Percent	DIAL_SELF_SubScalePer	QDC1
DIAL SEmot_SubScale Number	DIAL_SEmot_SubScaleNum	QDC1
DIAL SEmot_SubScale Percent	DIAL_SEmot_SubScalePer	QDC1

DIAL 3/DIAL 4 Scores		
Date Tested:	<input type="text" value="MM/DD/YYYY"/>	
Score	Number	Percent
DIAL MOTR_SubScale	<input type="text"/>	<input type="text"/>
DIAL CONC_SubScale	<input type="text"/>	<input type="text"/>
DIAL LANG_SubScale	<input type="text"/>	<input type="text"/>
DIAL Self_SubScale	<input type="text"/>	<input type="text"/>
DIAL SEmot_SubScale	<input type="text"/>	<input type="text"/>

### 2015-16 Update: 4K and 5K Readiness Assessment Scores

The SCDE will not need to collect any 4K or 5K assessment data other than DIAL 3/DIAL 4 scores. District administrators will have access to their test data through Enrich Assess so you will not need to enter Readiness Assessment scores into PowerSchool. The 5K Assessment page and tab (SC/Province) is removed as well as the 4K Assessment fields (bottom of the Early Childhood page).

### Other PowerSchool Fields Needed for the Early Childhood Data Collection

Fields required for reporting early childhood data reside on several PS pages. To ensure a complete and accurate evaluation for **all** four-year-old students, you will need to verify data values for PowerSchool data fields as indicated in the table below. **It is imperative that these data are collected on all students currently served in either full day or half-day four-year-old classes.**

The Education Oversight Committee is charged by the SC Legislative body to provide a comprehensive evaluation of four-year-olds served in South Carolina based on the data you enter in PowerSchool for your students. The Office of Finance staff can address specific questions regarding the CDEP data collection items; your direct contact is Mellanie Jinnette at mjinnett@ed.sc.gov at 803-734-3605.

### CDEP Data Elements to Verify

You will find data fields on several PS pages that **are** collected for all 4-year-old programs and specifically for CDEP evaluation:

PS Page	Field	Type of Data
Attendance	Absence Dates	Verify dates of student absences
Attendance	Absence Reasons	Verify absence reasons codes
EFA/EIA Classification	EFA Primary	Ensure accuracy of the Primary EFA code in which <b>student is enrolled: VH or HH only</b>
EFA/EIA Classification	EIA 1	Ensure accuracy of the Primary EIA code with which the student is enrolled: <b>EC4 only</b>
Demographics	Last Name	
Demographics	First Name	
Demographics	Middle Name	
Demographics	Gender	
Demographics	Student Number	PS number auto-assigned when student enrolls in district
Demographics	Mailing Address	
Demographics	City	
Demographics	State	
Demographics	Zip Code	
Demographics	Date of Birth (DOB)	
Demographics	Ethnicity	
Demographics	Gen. (Jr., III, etc.)	Verify the student's generation code.

		Note this field is no longer on the SC Student Information Page.
SC Student Information	English Prof	Verify the student's English Proficiency Level.
SC Student Information	Home Lang	Provide the language used at the student's home and spoken by family members to each other. Note the languages added to the drop-down values for 2015-16; reference Appendix E.
SC Student Information	Transportation Mode AM	Identify the type of transportation the CDEP student most often uses to come to school each morning.
SC Student Information	Transportation Mode PM	Identify the type of transportation the CDEP student most often uses to leave school each afternoon
SC Student Information	Medicaid No	ID Assigned by Medicaid office
SC Student Information	Migrant	Indicate whether or not the student is migrant (check box).
Lunch	Lunch Status	Indicate whether or not the student qualifies for the free, reduced or pay lunch program.
SC State Information	State ID	STATE ID assigned by SCDE through SIF
New Special Program Enrollment	Program	Name the program in which the student is active.
Special Program	Grade Level	Verify accuracy of grade level of the student when active in a program.
Special Program	Entry Date	Verify the date student became active in program identified in the Special Program page.
Special Program	Exit Date	Verify the date student left the program identified in the Special Program page.
Special Program	Exit Reason	Verify the reason why the student left the program identified in the Special Programs page.
Staff Menu > Edit Information	Last Name	Last Name
Staff Menu > Edit Information	First Name	First Name
Staff Menu > Edit Information	MI	Middle Name
Staff Menu > Edit Information	ID	Teacher ID
Staff Menu > Edit Information	State Prid	State license or certification number – 6 characters
Staff Menu > Edit Information	Generation	Generation
Transfer Information > Edit Current Enrollment	District of Residence	Verify the district in which student lives
Transfer Information > Edit Current Enrollment	Grade Level	Verify the grade level enrolled in school
Homeless Student Information	Primary Night-time Residence	Indicate the primary night-time residence for a student who is considered homeless – <b>A MUST</b> .

## EFA/EIA Page: Setup Updates

Funding requirements for 2014-15 years and forward changed substantially based on updates by SC Legislation 2014. The PS pages for EFA/EIA reflect the data entry requirements to follow so that your data are accurately reported for your students.

### EFA/EIA Setup Updated

The following updates are made:

- The column PK is split into PK3 and PK4 for both the EFA Grades/Codes and the EIA Grades/Codes tabs.
- PK3 is not eligible for any EFA codes and PK4 is eligible for HH or VH codes.
- PK3 is only eligible for an EIA code of EC3 and PK4 is only eligible for an EIA code of EC4.

### EFA/EIA Fields to be Populated for SCDE Data Collection

Table: VirtualTablesData2

Display Name	Internal Field Name	First Due Date
EFA Primary	efaprimary	Aug
EFA 2	efa_2	Aug
EFA 3	efa_3	Aug
EFA 4	efa_4	Aug
EFA 5	efa_5	Aug
EFA 6	efa_6	Aug
EFA 7	efa_7	Aug
EFA 8	efa_8	Aug
EFA 9	efa_9	Aug
EFA 10	efa_10	Aug
Effective Start Date (EFA Start Date)	start_dt	Aug
Effective Start Date (EIA Start Date)	START_DT	Aug
EIA 1	eia_1	Aug
Stop Date (EFA Stop Date)	stop_dt	Aug
Stop Date (EIA Stop Date)	STOP_DT	Aug

### EIA Code Entry

On the EIA Code Entry page you will note the following:

- An edit is added that only allows students in PK3 to have an EIA code of EC3.
- An edit is added that only allows students in PK4 to have an EIA code of EC4.
- Data may be entered in EIA 1 only; EIA 2-10 will display historical data only.

## EFA Code Entry

You cannot code a PK3 student with HH or VH or any other EFA codes. PK3 students are EIA – EC3 only.

## EFA/EIA History Pages

Data entry changes for EFA/EIA student classification for 2015-16 include the following:

- Updated the EFA History tab
- Updated the EIA History tab

## High Achieving Code Entry and High Achieving History Pages

Provisio A 1.3 states the following: “Gifted and talented students are students who are classified as academically or artistically gifted and talented or who are enrolled in Advanced Placement (AP) and International Baccalaureate (IB) courses in high school. ”

Review the section “Definitions for EFA Data Fields/Data Values” for more detailed information. The High Achieving Code Entry and High Achieving History are separate tabs for reporting the following:

- Beginning and ending dates for High Achieving Levels 1-4
- GT Artistic Discipline
- GT Academic Area.

## High Achieving DataFields to be Populated for SCDE Data Collection

High Achieving Table (S\_SC\_STU\_HGHACH\_C)

Display Name	Internal Field Name	Values	First Due Date
Start Date	START_DT	DATE (MM/DD/YYYY)	QDC
Stop Date	STOP_DT	DATE (MM/DD/YYYY)	QDC



High Achieving 1	HIGHACH_1	AP – Advanced Placement; IB – International Baccalaureate GTA – Gifted and Talented Academic; GTR – Gifted and Talented Artistic Discipline	QDC
High Achieving 2	HIGHACH_2	Same as above	QDC
High Achieving 3	HIGHACH_3	Same as above	QDC
High Achieving 4	HIGHACH_4	Same as above	QDC
GT Artistic Discipline	GT_ARTISTIC_DISCIPLINE	V – Visual Arts D – Dance R – Drama M – Music O – Other Area	QDC
GT Academic Area	GT_ACADEMIC_AREA	E – ELA M – Math B – Both ELA and Math I – Interdisciplinary O – Other Area	QDC

To select appropriate values for a student, follow these steps:

- Click the Add button to add a new record.
- Select from the drop-down list the appropriate codes for your students.
- Review the fields displaying selections (High Achieving 1 through High Achieving 4).

Options for these fields are as follows:

- GTA – G & T Academic
- GTR – G & T Artistic Discipline
- AP – Advanced Placement
- IB – International Baccalaureate

Note: As soon as any value is selected in the High Achieving fields, the Effective Start Date field will display.

Upon submitting your entries, the values will display on the High Achieving History page.

Start Date	Stop Date	High Achieving 1	High Achieving 2	High Achieving 3	High Achieving 4	GT Art Discipline	GT Academic Area
08/19/2014		GTA		AP		I	

Validations are in place so that AP and IB can only be selected for grades 9 to 12.

Validations are in place so that GTA and GTR can only be selected for grades 3-12.

## Add-on Weightings Page

The following fields, stored in the S\_SC\_STU\_ADDONWTGS\_C table, display student data for Academic Assistance, High Achieving, LEP and Poverty weights that may be additional funding areas for students. They are located on the Add-on Weightings page.

The Add-on Weightings provide a head count for each category, not a calculated Average Daily Membership. Currently, when a student is coded for a category for one day or all year, schools/districts will receive the add-on funding for the entire year.

You will be able to verify the student data for 3 of the 4 add-on weighting categories for the first year: Academic Assistance, High Achieving, and LEP.

- These fields are read only and are set initially using the Add-on Weightings Initialization Report.
- These fields are updated and an audit record is created using the Add-on Weightings Update Report that will be visible only to a user with specific permissions. Each district PS Coordinator will assign the roles with permissions specific to the person or persons who can view these data.
- For audit purposes the history of the changes is displayed at the bottom of the page.
- \*The Poverty Eligibility Indicator will be blank for the 2015-2016 school year.

### Add-on Weightings Fields to be Populated for SCDE Data Collection

Add-on WeightingsTable: S\_SC\_STU\_ADDONWTGS\_C

Display Name	Internal Field Name	Values	First Due Date
Effective Date	Addon_Start_Date	Date (mm/dd/yyyy), effective date for values in this record	QDC
Academic Assistance	ACAS_Eligibility_Ind	Yes – IF Performance_Level_ELA or Performance_Level_Math for students in grades 3-8 is 1 OR Performance_Level_HSAAssess is 1 for grades 9 to 12.	QDC
High Achieving	HIAC_Eligibility_Ind	Yes – IF a student has a High Achieving record for GTA, GTR, AP or IB.	QDC
Does not display	ID	Primary key	QDC
LEP	LEP_Eligibility_Ind	Yes – IF a student has a value of 1-5 or A-D in SC_Engl_Prof.	QDC
Poverty	PIP_Eligibility_Ind	This field will be blank for 2014-2015.	QDC

Add-on Weightings		
Amosson, Starla Nancy 12 650010006298 IHS		
<a href="#">EFA Code Entry</a>   <a href="#">EIA Code Entry</a>   <a href="#">High Achieving</a>   <a href="#">Add-on Weightings</a>   <a href="#">EFA History</a>   <a href="#">EIA History</a>   <a href="#">High Achieving History</a>   <a href="#">Standardized Test Performance Level</a>		
Current Status		
Effective Date	08/18/2014	
Academic Assistance	No	(Not Met on HSAP or SCPASS)
High Achieving	No	(GTA, GTR, AP, IB)
LEP	No	(ESL value of 1-5 A-D)
Poverty	***[Calculated from Poverty Index times ADM at SCDE]	
Historical Status		
Start Date	Academic Assistance	High Achieving
	LEP	Poverty

## SC Add-On Weightings Initialization Process

You should run the SC Add-On Weightings Initialization process **ONLY ONE TIME** at the beginning of the school year. This process will create a new Add-On Weightings record for students that are active on the day that you run this initialization process and set each of the fields to “No” as the default. Ensure that PowerSchool is set to the current school year. Once the process starts, it cannot be stopped and it may be a long process.

## SC Add-On Weightings Update

The SC Add-On Weightings Update Process should be run periodically to update fields on this page. The process will create a new record for a student if a change is detected in any of the fields that affect Add-On Weightings. Students that have a change and have been enrolled at least one day in the current school year are updated.

Start Page > Reports > Reports (State Reports) > SC Add-On Weightings Update

SC Add-On Weightings Update	
<b>Report Information</b> <b>Description</b> The SC Add-On Weightings Update process should be run periodically to update the fields on the Add-On Weightings page. The process will create a new record for a student if a change is detected in any of the fields that affect Add-On Weightings. Only students that have had a change and have been enrolled at least one day in the school year being processed are updated.  <b>Version</b> 1.0.1 M3 <b>Output File Name</b> SC_AddOnWeightings_Update <b>Category</b> Add-On Weightings <b>Published Date</b> 08/20/2014 02:23 PM <b>Comments</b>	
<b>Report Parameters</b> (Check checkbox on the right to save as default value) <span>Clear All</span> <b>Select Schools</b> <div> Ashley Ridge High School  Alston Middle School  Oakbrook Middle School  Rollings Middle School of the Arts  Summerville High School </div>	
<b>Run For All Schools*</b> <input type="checkbox"/> No	
<b>Scheduling</b> Please select when to run <input checked="" type="radio"/> Run Now <input type="radio"/> Schedule	
<input type="button" value="Submit"/>	

## Standardized Test Performance Level Page

The Standardized Test Performance Level tab indicates test performance levels for students. These fields are read only and display standardized test scores that will be imported using Data Import Manager. This page will display multiple records per student as test scores are imported from year to year.

### Standardized Fields to be Populated for SCDE Data Collection

Standardized Test Performance Level Table: S\_SC\_STU\_STTESTPERF\_C

Display Name	Internal Field Name	Values	First Due Date
Test Date	TEST_DATE	DATE (MM/DD/YYYY) student was assessed	QDC

Grade	GRADE_LEVEL	Grade Level when Tested	QDC
SCPASS Performance Level ELA	SCPASS_PERFORMANCELEVEL_ELA	The performance level for SCPASS ELA	QDC
SCPASS Performance Level Math	SCPASS_PERFORMANCELEVEL_MATH	The performance level for SCPASS Math	QDC
ID	ID	Primary Key	QDC
School ID	SCHOOL_ID	The school id of the student when assessed.	QDC

Check screen shot for HSAP removal.

Contact the Office of Finance with your questions on Pupil Accounting or Student Accountability so that you will have the most up-to-date information. You will find the staff listing at this web site:

<http://www.ed.sc.gov/agency/cfo/finance/>

## EFA Data Fields/Data Values

### Academic Assistance

Academic Assistance weightings are based on student performance on tests as provided through the Office of Assessment. A student whose scores indicate he or she has not met the learning objectives on the assessments for his or her grade level will receive the additional weighting for academic assistance.

SCDE will provide the file containing student performance levels, template, and instructions for importing these data into PowerSchool.

### High Achieving

High Achieving weightings are selected for students who qualify and are being served in one or more of these options:

- GTA – Gifted and Talented Academic, grades 3-12
- GTR – Gifted and Talented Artistic, grades 3-12
- AP – Advanced Placement, grades 9-12
- IB – International Baccalaureate, grades 9-12 only\*\*

### Clarification of Students taking Dual Credit Courses and Eligibility for Add-on Weighting Funding

- Students currently enrolled in Dual Credit courses are not eligible to receive the High Achieving Add-on Weighting funding.
- Students coded as GTR or GTA on the PowerSchool High Achieving page must be identified as GTR or GTA and served in a GT class (as outlined in South Carolina Board Regulation 43-220) in order to receive the High Achieving Add-on Weighting funding.
- All high school students who are enrolled in Advanced Placement (AP) or International Baccalaureate (IB) courses are eligible for the High Achieving Add-on Weighting funding.

### Clarification of Students taking AP and IB Courses and Eligibility for Add-on Weighting Funding

All high school students who are enrolled in Advanced Placement (AP) or International Baccalaureate (IB) courses are eligible for the High Achieving Add-on Weighting funding.

## **LEP**

The LEP add-on weighting is based on a student's code for English Proficiency status. Those coded 1.0-5.9, 6NE, or A-D will receive the additional weight. Each LEP student must be evaluated within the first 45 days of each school year to determine his or her proficiency level of the English language. The new Miscellaneous Initialization process that must be run at the beginning of the school year will set all codes 1.0-5.9, 6NE and A-D to blank.

**Any student whose codes are set to values of 8 or 9 will not be initialized to a blank; these values will remain 8 or 9.**

Spring test scores may contain just whole numbers or whole numbers with decimals. The drop-down menu provides a decimal from 0 – 9 so that you can enter the entire score for students.

Note: You should run the Miscellaneous SC Fields Initialization process **ONLY ONE TIME** at the beginning of each new school year. This process will clear out any existing data for the current school year in the True Grade and Instructional Settings fields. The English Prof(iciency) field will also be cleared out unless the student currently has a value of '8' (English Speaker I) or '9' (English Speaker II). Ensure that your instance of PowerSchool is set to the desired school year: when you start this process it cannot be stopped and it can be a lengthy process.

## **Poverty**

You will not be able to verify this number on any detail reports that you can run in PowerSchool; however, you will receive numbers on the verification reports you will receive from SCDE.

## Clarification of Terms

<b>EFA Primary</b> <i>(efa_primary)</i> <i>[VirtualTablesData2]</i>	<p>At the beginning of each new school year, the PS coordinator must run the EFA/EIA Initialization Processes for SC which will set the default primary code and effective start date for each K-12 student enrolled at the time the initialization is run. <u>Note that this process DOES NOT “blank” the field values that are stored for INACTIVE students.</u></p> <p>For students enrolled after the EFA/EIA initialization has been run, an initial EFA code and effective start date must be entered manually. The effective start date must match the student’s initial enrollment date for the current school. (Review the definition for NO SHOWS to ensure you are coding students correctly.)</p> <p>Verify that the primary code is accurately reflecting the category that should be assigned to each student. A pupil whose program of instruction meets the criteria for more than one category shall be counted in the highest weighted category (Primary EFA). Each pupil must meet all qualifications, both general and specific, as set forth in this manual before he/she may be claimed in membership in one of the EFA pupil classifications.</p> <p>Four-year-old pre-kindergarten students who are classified as VH and HH disabled pupils are eligible for EFA funding. The Office of Finance uses only the primary EFA classification code to compile membership days for EFA funding. You may use only approved EFA codes listed above. Refer to the Office of Finance’s Pupil Accounting Manual located on their web page.</p> <p>The categories of Deaf-blindness and Multiple Disabilities should be reported in one of the approved EFA codes. Deaf-blindness should be reported as either HH or VH. Multiple Disabilities should be reported in the contributing disability category that has the highest weight.</p> <p>Note: The PowerSchool EFA/EIA Classification page includes four EFA Classifications for reporting purposes, in order to eliminate a paper data collection for DD, TBI, PMD, and OHI students. These are NOT considered “real” EFA Classifications: we are just trying to make it easier for you to report the data.</p> <p><u>These codes will roll into existing codes when you report Membership &amp; Attendance data:</u></p> <ul style="list-style-type: none"> <li>*TBI (Traumatic Brain Injury) has the same weighting as Orthopedically Impaired and will be rolled to OH.</li> <li>*PMD (Mental Disability-Severe) has the same weighting as Mental Disability - Moderate and will be rolled to TM.</li> <li>*OHI (Other Health Impaired) has the same weighting as Specific Learning Disability and will be rolled to LD.</li> <li>*DD (Developmental Delay) has the same weighting as Specific Learning Disability and will be rolled to LD.</li> </ul>
<b>EFA (2-10)</b> <i>(efa_1, efa_2, etc.)</i> <i>[VirtualTablesData2]</i>	<p>The SCDE uses only the primary EFA classification code to compile membership days for EFA funding. You can complete EFA 2-10 for any additional conditions indicated in the list of EFA codes as appropriate for you students. Refer to the Office of Finance’s Pupil Accounting Manual. See EFA Primary for the only EFA codes approved by the SCDE.</p>
<b>Effective Start Date (EFA Start Date)</b> <i>(start_dt)</i> <i>[VirtualTablesData2]</i>	<p>Enter the effective start date for the student.</p>

<b>Stop Date (EFA Stop Date)</b> <i>(stop_dt)</i> <i>[VirtualTablesData2]</i>	Verify the stop date for the student. This field is automatically populated when a student's EFA Classification changes.
<b>Homebound</b>  <i>Special note on HO - Homebound</i>	The homebound code listed in the EFA selections specifically addresses MEDICAL situations for students and a physician's documentation must be on file for these students. The current State Board of Education regulation at 24 S.C. Code Ann. Regs. 43-241 (Supp. 2001) requires that a licensed physician certify that a student cannot attend school as a result of an accident, illness, or pregnancy, despite the aid of transportation but may profit from instruction given in the home or hospital. Medical homebound instruction refers to the educational services delivered to such a student. Any student participating in a program of homebound instruction or hospitalized instruction must be approved by the district superintendent or his/her designee using the revised Medical Homebound Instruction form (revised July 1, 2002) provided by the South Carolina Department of Education. All teachers providing medical homebound instruction to students domiciled in South Carolina must hold a valid South Carolina teacher's certificate.

## EFA and EIA Initialization

The PowerSchool District Level Coordinate or his/her designee must run the initialization process at the beginning of the school year only once. ONLY after the initialization process is completed should any staff members (data entry personnel, administrative personnel at school or districts levels, etc.) begin verifying, editing, or entering new values that are appropriate for the students' current data to begin the new year. If there is a need to reinitialize the EFA/EIA data, all staff members should be alerted and communication provided so they will know that all data values will need to be re-verified and/or re-entered or updated for all students.

The EFA/EIA initialization process does the following:

- Clears both existing EFA and EIA codes and dates for the current school year
- Resets the EFA codes K, P, EL, or HS for each student to a default EFA code based on each student's grade. (NOTE: There is not a default code for pre-kindergartners in PowerSchool.
- Clears all self-contained dates for the 2015-16 school year.
- Clears all EIA codes

Any student who is or was enrolled at any time in the current school year that has a Yes in the Include in State Reporting field is included in the initialization process. Students who are pre-enrolled are included if their enrollment dates fall within the selected school year, as determined by the student's enrollment status. Any school that has the TRUE value in the Exclude from State Reporting field is not included in the initialization process. When the district-level PS administrator runs the initialization process, all current year records are deleted in the EFA History file for the designated students in the selected schools. The initialization process will assign the date of the student's initial enrollment in the current school year.

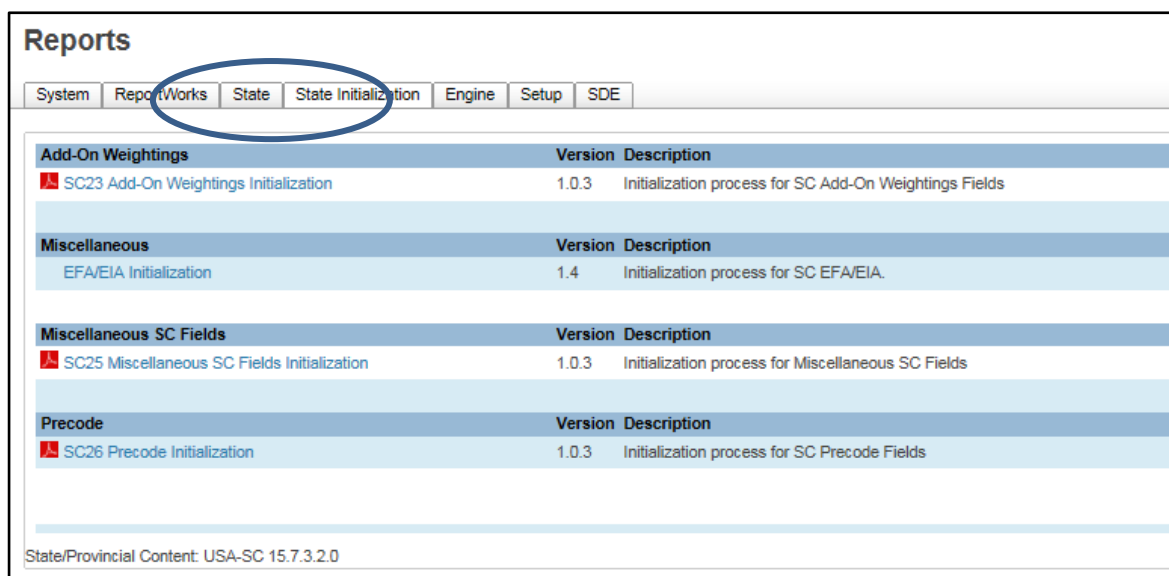
NOTE: You must be aware that the initialization processes will NOT "blank" field values stored for INACTIVE students. If as a PS administrator you re-enroll a student, you must manually remove data that are no longer applicable for the "initialized" Precode, Work-Based Learning, Miscellaneous and EFA/EIA fields for any inactive students.

### Initialization Setup Options:

- Verify that PowerSchool is set to the desired school year. Once started, this process cannot be stopped.
- Indicate when you want the report to generate.
- Select each school you want to include in the initialization process. (Hold down the Ctrl key to select multiple schools in the list.) If you are a school user, you can run this process only for the schools to which you have access. Ensure that your district PS coordinator has not already run the process for the current year.
- Select "Yes" at the "Run for all schools" option to run the initialization process for all schools in your district. "No" is the default. If your user default access is District Office, you may select the Run for all schools option at the district building

When the process is complete, a report is generated that shows which schools the report was run for and the total number of students processed.

Note again: If users begin updating/editing student fields prior to initialization, the user will need to RE-EDIT or UPDATE those same fields after the initialization process has been run. END USERS SHOULD ALWAYS COMMUNICATE WITH THEIR DISTRICT PS COORDINATOR BEFORE UPDATING FIELDS FOR THE NEW SCHOOL YEAR.



Note the initializations tab listed in your Reports for Add-on Weightings and Miscellaneous SC Fields:

Field Name	Default Code
Effective Start Date	Assigns the date of the student's initial enrollment in the current school year.
Effective Stop Date	Assigns a blank value.
EFA Primary	Assigns the EFA code corresponding to the student's grade level.
EFA 2 – EFA 10	Assigns a blank value.

The following table lists the default EFA primary codes with their corresponding grade level:

Grade Level	Default EFA Code
-2 (3-yr old Pre-Kindergarten)	No default code
-1 (4-yr old Pre Kindergarten)	No default code
00 (Kindergarten)	K
01-03	P
04-08	EL
09-12	HS

## Clarification of Terms

<b>EIA1</b> <i>(eia_1)</i> <i>[VirtualTablesData2]</i>	<p>The EIA1 code entry tab is used to record EIA information for pre-kindergarten students ONLY, PK3 or PK4.</p> <p><u>Each student in Pre-kindergarten should be given an EIA code of EC3 or EC4.</u> (These codes should be used for 3- and 4-year old students enrolled in either a full day or half day program.)</p>
--	---















<b>EIA(2 – 10)</b> <i>(eia_2 – eia_10)</i> <i>[VirtualTablesData2]</i> <b>NO LONGER USED TO COLLECT DATA</b>	The EIA2-10 code entries tabs are no longer used to record EIA information for students. End users should <u>not</u> be able to enter data in these cells beginning with 2014-15 school year; they remain for historical reference.
<b>Effective Start Date (EIA Start Date)</b> <i>(START_DT)</i> <i>[VirtualTablesData2]</i>	Enter the effective start date for the student. This is generally the first date in the new school year for students participating in EIA programs.
<b>Stop Date (EIA Stop Date)</b> <i>(STOP_DT)</i> <i>[VirtualTablesData2]</i>	Enter/verify the effective stop date for the student. For specific questions pertaining to a stop date for EIA, review the <i>South Carolina Student Accountability System</i> manuals provided by the Office of Finance or contact this office.

## SC State Reports

Several reports are available to assist you with verifying your data and provide information to fulfill requests:

- SC27 Add On Weightings List Report
- SC28 Add On Weightings Totals Report
- SC29 Add On Weightings from Extract Report
- SC30 Add On Weightings Select Funding Extract
- SC31 High Achieving Student List Report
- SC32 Add On Weightings District Summary Report

Reports		
System   ReportWorks   State   State Initialization   Engine   Setup   SDE		
<b>Civil Rights Data Collection (2013-2014)</b>		
 CRDC Report - Part 1 (2013-2014)	Version 2.4.6	Description 2013-2014 Civil Rights Data Collection (CRDC) Report - Part 1
 CRDC Report - Part 2 (2013-2014)	Version 2.4.5	Description 2013-2014 Civil Rights Data Collection (CRDC) Report - Part 2
<b>Add-On Weightings</b>		
 SC24 Add-On Weightings Update	Version 1.0.5	Description Updates the SC Add-On Weightings Fields based on data entered for Academic Assistance, High Achieving, LEP and Poverty student-level fields in PowerSchool.
 SC27 Add-On Weightings List	Version 1.0.3	Description Generates SC Add-On Weightings List Report
 SC28 Add-On Weightings Report	Version 1.0.3	Description Generates SC Add-On Weightings Totals Report and Extract
 SC29 Add-On Weightings from Extract	Version 1.0.1	Description Generates SC Add-On Weightings Totals from Extract
 SC30 Add-On Weightings Select Funding Extract	Version 1.0.1	Description Select an SC Add-On Weightings Extract for 45 day and 135 day state funding.
 SC31 High Achieving List	Version 1.0.4	Description Generates SC High Achieving List Report
 SC32 Add-On Weightings District Summary	Version 1.0.2	Description Generates SC Add-On Weightings District Totals from Extract
 SC33 Delete Add On Weightings Extracts	Version 1.0.0	Description SC33 Delete Add On Weightings Extracts allows users to select previously generated Add On Weightings report extracts for deletion.
 SC34 High Achieving Report	Version 1.0.1	Description Generates SC High Achieving Report with Totals by Classification and Grade for the school selected.
 SC35 High Achieving District Summary	Version 1.0.1	Description Generates SC High Achieving Report with Totals by Classification and Grade for the district summary.
<b>Legacy Reports</b>		
SC Data Verification	Version 3.10	Description This report lists any EFA or EIA errors in student data that must be corrected prior to creating extracts for sending to the SCDE.
SC02 Cumulative Class Report	Version 5.4	Description This report totals all EIA classification code occurrences by grade from the beginning of the school year up to and including a specific date or school day. An extract option is available and includes preparing data for 45 day and 135 day state reporting.
SC03 Cumulative Class List	Version 2.4	Description This report supports the Cumulative Class Report by listing each student participating in the EIA classification codes during the specific time period.
SC04 Daily Activities Log	Version 1.7	Description This report lists all students added to or deleted from each EFA classification code for a specified date or school day or a cumulative time period from the beginning of the school year up to and including a specific date or school day.
SC05 Daily Activities Summary Log	Version 1.7	Description This report lists a summary of student adds and deletes by EFA classification code for a specified date or school day and a cumulative summary for all in-session days in the school year up to the specific date or school day.
SC06 Membership and Attendance Report	Version 3.8	Description This report lists the number of membership days by grade by EFA classification code with totals by grade from the beginning of the school year up to and including a specific date or school day. The report includes the average daily membership by EFA classification code and by grade with a total and the number of absences by

## Add-on Weightings Report and Extract

<b>Date:</b> 10/02/2014 <b>BEDS Code:</b> 9999011 <b>Name:</b> Test Middle School		<b>SC Pupil Accounting System</b> <b>Additional Student Weightings Report</b> <b>34 Day Data as of 10/02/2014</b>										<b>Page: 1 of 1</b> <b>District Name:</b> Test School District			
---	--	---	--	--	--	--	--	--	--	--	--	---	--	--	--

Line	Add-On Weighting Classification	00	01	02	03	04	05	06	07	08	09	10	11	12	Total
	Academic Assistance	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	High Achieving	0	0	0	0	0	0	1	1	0	0	0	0	0	2
	LEP	0	0	0	0	0	0	2	2	3	0	0	0	0	7
	Poverty	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>

I certify that this report is true and correct:

\_\_\_\_\_  
Mrs. Jane Jones, Principal

\_\_\_\_\_  
Mr. Wyatt Smith, Superintendent

**Extract Status:** An Extract has been created, 10/02/2014 02:50:01 PM

## Add-on Weightings Select Funding Extract

### SC30 Add-On Weightings Select Funding Extract

Report Information	
<b>Description</b>	This page lists the 45 day and 135 day Add On Weightings Totals extracts created for this school for the select funding. Warning: a change to your select should not be made after the state data collection is complete. Please ensure a school is selected.
<b>Version</b>	1.0.1.M1
<b>Output File Name</b>	SC30_AddOnWeightings_Select_Funding_Extract
<b>Category</b>	Add-On Weightings
<b>Published Date</b>	09/29/2014 11:42 AM
<b>Comments</b>	
<b>Report Parameters</b>	(Check checkbox on the right to save as default value)
45 Day Add On Weightings Extract	09/16/2014 04:46:23 PM - Set For Funding ▼
135 Day Add On Weightings Extract	09/16/2014 04:51:01 PM - Set For Funding ▼
Trace Options	
Trace Log	<input checked="" type="checkbox"/> Enabled
Include Query Output	<input checked="" type="checkbox"/> Enabled
Query Output Row Limit	100
Sample Dataset Mode	<input checked="" type="checkbox"/> Enabled

## Add-on Weightings District Summary Report

<b>Date: Oct 02, 2014</b> <b>BEDS Code: 9999000</b>		<b>SC Pupil Accounting System</b> <b>Additional Student Weightings Report</b> <b>District Summary</b> <b>34 Day Data as of 10/02/2014</b>										<b>Page: 1 of 1</b> <b>District: Test School District</b>			
Line	Add-On Weighting Classification	00	01	02	03	04	05	06	07	08	09	10	11	12	Total
	Academic Assistance	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	High Achieving	0	0	0	0	0	0	1	1	0	0	0	0	0	2
	LEP	0	0	0	0	0	0	2	2	3	0	0	0	0	7
	Poverty	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>1 School(s) Included in District Summary</b>															
<b>List of Extracts Included in This Report</b>															
<b>School</b> Test Middle School		<b>Extract Date/Time</b> 10/02/2014 14:50:01													

Select Extract to Reprint

### SC29 Add-On Weightings from Extract

Report Information	
<b>Description</b>	This report option allows for the creation of the Add On Weightings Totals R or may not be ones that are required by the SCDE for state funding. The list
<b>Version</b>	1.0.1.M1
<b>Output File Name</b>	SC29_AddOnWeightings_From_Extract
<b>Category</b>	Add-On Weightings
<b>Published Date</b>	10/03/2014 08:16 AM
<b>Comments</b>	
<b>Report Parameters</b> (Check checkbox on the right to save as default value)	
Available Reports*	<div style="border: 1px solid gray; padding: 2px;">                     Test Middle School - Day 28 - 09/24/2014 11:30:56 AM                      Test Middle School - Day 28 - 09/24/2014 10:28:56 AM                      Test Middle School - Day 28 - 09/24/2014 08:40:56 AM                      Test Middle School - Day 30 - 09/26/2014 10:23:26 AM                      Test Middle School - Day 34 - 10/02/2014 02:50:01 PM                 </div>

### SC31 High Achieving List

Report Information	
Description	This report supports the SC High Achieving Summary Report by listing each student participating in th
Version	1.0.0
Output File Name	SC_HighAchieving_SC31
Category	Add-On Weightings
Published Date	10/03/2014 08:16 AM
Comments	
Report Parameters (Check checkbox on the right to save as default value)	
As Of Day - (Date)*	Day 35 - (10/03/2014) ▾
Select Grade Levels (Blank for All)	<div> 06 ▲  07  08  10 ▼ </div>

### High Achieving List

<b>Date:</b> Oct 03, 2014 <b>BEDS Code:</b> 9999011 <b>Name:</b> Test Middle School		<b>SC EFA Funding System</b> <b>High Acheiving Student List</b> <b>35 Day Data as of 10/03/2014</b>		<b>Page:</b> 1 of 1
		<b>District Name:</b> Test School District		
Code	High Acheiving Description	Grade	Student Name	Student Number
GTA	G and T Academic	6	Test, Student MiddleSchool	30324
GTA	G and T Academic	7	Alvarez, Anjolie	28873
GTR	G and T Artistic	6	Little, Salley Anne	24919
GTR	G and T Artistic	6	Test, Student MiddleSchool	30324

### SC Report Changes/Updates for 2015-16

#### SC01 EFA/EIA Data Verification Report: Version 3.10

The following updates are made:

- A check is made that students in grade level PK3 (-2) must have an EIA code of EC3.
- A check is made that students in grade level PK4 (-1) must have an EIA code of EC4.
- A check is made that students in grade level PK3 cannot have an EFA code of HH, VH or any other EFA code.

*SC06 Membership and Attendance Report: Version 3.9:* The report is updated to only count students in PK4 (grade level -1). PK3 students are not eligible.

#### SC08 Master Classification List Report: Version 4.1

The following updates are made:

- The student's grade column reads as PK4 rather than PK as only PK4 students are eligible.
- The report only counts PK4 students (grade level -1) and not PK3 students.

#### SC20 Incident Management Query: Version 1.8

The following updates are made:

- The Action Codes drop-down menus are updated to include the new action codes for searching by Action.
- The Behavior Codes drop-down menus are updated to include the new behavior codes for searching by Behavior.

#### *State Reports Tabs Updated*

The SCDE through the districts has requested the state reports tab be re-designed; therefore the following updates are made:

- A new tab is created called State Initializations. This tab includes the following reports:
  - Add-on Weightings Initialization
  - EFA/EIA Initialization
  - Miscellaneous SC Fields Initialization
  - Precode Initialization
- **The Work Based Learning Initialization is no longer part of the state reports as of the 2015-2016 school year.**
- These reports are removed from the State Reports tab.
- Security and Page Permissions may be used to determine the groups/users that can run the Initialization reports.

# General Demographics Page

Many of the data fields displayed on this page are necessary items for school enrollment. Verify your data for accuracy prior to major uploads since occasionally student data values change during the school year or mistakes can occur when more than one person has “write access” to student records.

## Field changes for 2015-16

Changes for fields on the Demographics page include the following:

- Student Generation, Nickname, and Alias Name are moved to the bottom of the Student Demographics page.
- Grade Level Added

At the request of districts, SCDE has added an official new field for classifying Pre-Kindergartners who are enrolled in a three-year old program:

- Code: PK3
- Grade Level: -2

You will now code only Pre-Kindergartners enrolled in the four-year-old program as PK4 and grade level -1.

If you do not have PK3 in your drop-down list when you enroll or edit the grade level for a PK3 student, you or the PS administrator will need to set up this grade level for your school. To setup pre-kindergarten grade school levels follow these steps:

1. Log in to the District Office.
2. Navigate to Start Page > District Setup > Schools/School Info.
3. Select a school.
4. Scroll down to the Grades (lowest-highest) field. To include pre-kindergarten, you must set the lowest grade for the school to the following:
  - a. -1 for PK4
  - b. -2 for PK3
5. Click Submit.

### Notes

- The grade level names (PK3 and PK4) are hard-coded into the PowerSchool application, and cannot be changed.
- If the Grade\_Level field is exported from the Students table, the values display as -2 and -1.
- For the purposes of state reporting, grade level values are normally converted by the report to the appropriate state-specific value.

## Updated Student Demographics Data Entry Page

The following data entry requirements are made for 2015-16:

- Three fields are moved from the former South Carolina Student Additional Student Information page to the bottom section:
  - Generation Code
  - Nickname
  - Alias Name

**General Demographics**

Simpson, John James 9 380010022505 THS

Name (Last, First Middle) Simpson x \*, John \* James

**Home Address**

Street, Apt/Suite 456 PittyPat Ln

City, State, Zip Sumterville SC 29xxx

Geocode

**Mailing Address - Copy From Home Address**

Street, Apt/Suite 456 PittyPat Ln

City, State, Zip Sumterville SC 29xxx

Geocode

Home phone 456-xxx-xxxx

Age 14 years 8 months

Aggregate days of membership (YTD) 0

Area/neighborhood Zion Center

DOB 12/03/2000 (MM/DD/YYYY)

**Federal Ethnicity and Race**

Ethnicity ☐ Yes ☒ No Is the student Hispanic or Latino?

Race What is the student's race?

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☒ Native Hawaiian or Other Pacific Islander ☒ White

Scheduling/Reporting Ethnicity White (W) v

Father (last, first) Jones, Davy

Ethnicity: You must select Yes or No.  
Race: You must select one; you may select more than one

Father's Day Phone

Father's Employer

Father's Home Phone 456-xxx-xxxx

Gender Male v

Grade Level 9

Graduation Year 2018

Guardianship

Guardian Email

Mother (last, first) Smith-Jones, Katerina

Mother's Day Phone 456-xxx-xxxx

Mother's Employer

Mother's Home Phone 456-xxx-xxxx

Previous Student ID 380010022505

SSN

Student Number 380010022505

**South Carolina Specific Fields**

Gen (Jr., III, etc.) None v

Nickname Johnny

Alias Name

Submit

Note: Father (last, first);  
Mother (last, first)

Note: fields moved to this page.

### Field Length for Student Names in reports:

- First Name – to allow 35 characters
- Last Name – to allow 35 characters
- Middle Name – increased to 30 characters
- 

### General Demographics (Student) Fields to be Populated for SCDE Data Collection

Display Name	Internal Field Name	First Due Date
Name (last) ***###	Last_Name	Aug
Name (first)*** ###	First_Name	Aug

Name (middle) ***###	Middle_Name	Aug
Street###	Street	Aug
City###	City	Aug
State###	State	Aug
Zip###	Zip	Aug
Mailing Street	Mailing_Street	Aug
Mailing City	Mailing_City	Aug
Mailing State	Mailing_State	Aug
Mailing Zip	Mailing_Zip	Aug
DOB ***###	DOB	Aug
Ethnicity***	FedEthnicity	Aug
Race***	RaceCd	Aug
Gender***	Gender	Aug
Grade Level***	Grade_Level	Aug
Previous Student ID	prevstudentID	QDC1
SSN***###	SSN	Sep
Student Number***###	Student_Number	Aug
Gen (Jr., III, etc.)	StudentGeneration	Aug

### Clarification of Terms

<b>Student Name</b> <b>Last</b> ( <i>Last_Name</i> ) <b>First</b> ( <i>First_Name</i> ) <b>Middle or MI</b> ( <i>Middle_Name</i> ) [ <i>Students(1)</i> ]	Enter the student's name as indicated using the <u>birth certificate</u> as your official source. If a birth certificate is not available, use an official document sanctioned by your district/school policies. <b>DO NOT ENTER a nickname in quotation marks beside the student's name; instead navigate to the "Nickname" field on the Demographics page so that it is a separate value.</b>
<b>Home (Physical Address)</b> <b>Street</b> ( <i>Street</i> ) <b>City</b> ( <i>City</i> ) <b>State</b> ( <i>State</i> ) <b>Zip</b> ( <i>Zip</i> ) [ <i>Students(1)</i> ]	Enter the street address in addition to the city, state and zipcode where the student physically resides. These fields are also found on the Addresses page.
<b>Mailing Address</b> <b>Street</b> ( <i>Mailing_Street</i> ) <b>City</b> ( <i>Mailing_City</i> ) <b>State</b> ( <i>Mailing_State</i> ) <b>Zip</b> ( <i>Mailing_Zip</i> ) [ <i>Students(1)</i> ]	Enter the address where the student receives mail. These fields are also found on the Addresses page.
<b>DOB</b> ( <i>DOB</i> ) [ <i>Students(1)</i> ]	Enter and verify the date of the student's birth: mm/dd/yyyy format. Be careful not to enroll students who have not yet been born. Also, be careful of students who are 30 or 40 years of age.
<b>Ethnicity</b> ( <i>FedEthnicity</i> ) [ <i>Students(1)</i> ]	<b>Ethnicity</b> If the student is Hispanic or Latino, select the checkbox labeled "Yes." The default is "No."
<b>Race</b> ( <i>RaceCd</i> ) [ <i>StudentRace(201)</i> ]	<b>Race Codes</b> Select all applicable checkboxes from the "Race" area. The following is the logic used for the five racial categories for the State Report Card: The priority order by race is H, B, I, A/P or W. Students are counted only one time and if multi-racial, only for the race that has the highest priority. If Hispanic/Latino Indicator = 1, then Race = H; Else, if RaceB = 1, then Race = Black; Else, if RaceI = 1, then Race = American Indian; Else, if RaceA or Race P = 1, then Race = Asian/Pacific Islander; Else, if RaceW = 1, then Race = White;



	There is no multi-racial category currently being calculated for State Report Card calculations.
<b>Scheduling/Reporting Ethnicity</b> <i>(Primary Ethnicity)</i> <i>[Students(1)]</i>  <b>SCDE does not collect this data field: FOR DISTRICT USE</b>	<p><u>For district use:</u> Select an appropriate scheduling/reporting ethnic code. The parent should provide the primary ethnicity upon registration or verification of the child's data. If a parent or guardian does not or refuses, then the student can indicate the ethnicity and race. The following are the only federally approved ethnic codes to use (note that a <u>blank is an invalid value for PowerSchool</u>):</p> <ul style="list-style-type: none"> <li>• American Indian (I)</li> <li>• Asian (A)</li> <li>• Black or African American (B)</li> <li>• Hispanic or Latino (H)</li> <li>• Hawaiian or Other Pacific Islander (P)</li> <li>• Two or More Races (M)</li> <li>• White (W)</li> </ul> <p>Note: SCDE offices no longer collect the value entered for the Scheduling/Reporting Ethnicity field. However, schools will need to populate this field since scheduling/reporting ethnicity codes are used to collect individual student and staff level ethnicity data for scheduling and preconfigured reporting within the PowerSchool tool.</p>
<b>Gender</b> <i>(Gender)</i> <i>[Students(1)]</i>	<p>Select the appropriate gender for the student:</p> <ul style="list-style-type: none"> <li>• F – Female</li> <li>• M – Male.</li> </ul>
<b>Grade Level</b> <i>(Grade_Level)</i> <i>[Students(1)]</i>  <b>2015-16: Added grade level for PK3</b>	<p>Enter the grade level to which the student is assigned for this school. If a student is assigned to a school for which the grade level cannot accurately display the student's "correct" grade level, then <u>assign the highest grade level in the range for this specific school</u>.</p> <p>Note: The Office of Special Education Services requires that you provide the "true" grade level when you code the Instructional Setting for a student who is currently receiving special education services and who has an Individualized Education Program (IEP) in effect. When such special programs to which the student is assigned are offered at a physical location different from the student's home school; and grade levels for this other location cannot correctly indicate true grade level, you will need to populate the student's "True Grade" field on the SC Student Information page.</p>
<b>Graduation Year</b> <i>Graduation_Year</i> <i>[Students(1)]</i>	<p>Enter the <u>projected</u> year the student will complete requirements for graduation.</p> <p>Note: A similar field, Grad Date (GradDate) is displayed on the custom SC Student Information Page and is a field listed for quarterly collections (QDC 1-4). This GradDate field is linked to the "Graduation Date" information for SC high school transcripts. This GradDate is necessary for the final transcript archived at the end of a student's career in the high school and for the Diploma Ordering System used to order the student's high school diploma at the end of the senior year upon completion of requirements.</p>
<b>SSN</b> <i>(SSN)</i> <i>[Students(1)]</i>	<p>Enter a valid SSN for the student. This data element must be the identification number assigned to <u>this</u> student by the Social Security Administration. It should <u>not</u> be a sibling's SSN, a parent's SSN or a fictitious SSN. Leave the field blank if an accurate SSN is not available. Carefully consider security and user access to this field.</p> <p><b>Note: A district may not deny a student enrollment due to the lack of proof of immigration status, and a district should not request that information of the parent. Specifically, Social Security Cards or numbers are not required, nor must parents be required to present South Carolina drivers licenses for their proof of residency. Student Social Security Numbers, when available, are used for data analyses purposes only and are never published as part of any reports released by the SC Department of Education. SCDE does not require that you populate this field; however, if you enter an accurate data value you will get better results when you need to match the Student State ID.</b></p>
<b>Student Number</b> <i>(Student_Number)</i> <i>[Students(1)]</i>	<p>This is a 5-digit PowerSchool number, automatically assigned during enrollment of a student entering a school. Note that during the conversion process from SASI to PS, some districts chose to keep the perm number that was assigned by the SASI software for their students; thus for some students a 12-digit number may populate this field.</p>

<b>Previous Student ID</b> <i>(prevstudentID)</i> <i>[Students(1)]</i>	Enter a student number previously used for identification, especially for testing (Assessment) purposes.
<b>Nickname</b> <i>(NickName)</i> <i>[Students(1)]</i>	Enter any nickname by which a student is known. This field is no longer collected by SCDE.
<b>Alias Name</b> <i>(OtherName)</i> <i>[Students(1)]</i>	Enter any <u>alternate last name</u> a student is using instead of his or her given name. Since this field accepts any characters, please ensure accuracy in spelling, special characters, etc. Use ONLY if your student uses a different last name other from what is on the official document. <b>You may choose to use the field for district or school reporting.</b>
<b>Gen (Jr., III, etc.)</b> <i>(StudentGeneration)</i> <i>[Students(1)]</i>	Select from the drop-down list the student's generation code only if the student has the generation on a Birth Certificate. DO NOT include the generation field in the Last Name field. Choices currently available are as follows: <ul style="list-style-type: none"> <li>• None</li> <li>• II – II</li> <li>• III – III</li> <li>• IV – IV</li> <li>• Jr. – Jr</li> <li>• Sr. – Sr.</li> <li>• V – V</li> <li>• VI – VI</li> </ul>

# Historical Grades Page

## Historical Grade Fields to be Populated for SCDE Data Collection

The following fields are collected for specific reports requiring information on student progress:

Display Name	Internal Field Name	First Due Date
Course Name	Course_Name	QDC
Crs#	Course_Number	QDC
Earned Credit Hours	EarnedCrHrs	*
Exclude from class rank?	ExcludeFromClassRank	*
Exclude from GPA?	ExcludeFromGPA	*
Exclude from honor roll?	ExcludeFromHonorRoll	*
Grade	Grade	*
Hist. Grade Level	Grade_Level	*
Percent	Percent	*
Potential Credit Hours	PotentialCrHrs	Sep
School name	SchoolName	Sep
School Year	TermID	Sep
Store Code	StoreCode	Sep
Teacher Name	Teacher_Name	Sep

*\*First Due Date is dependent upon when the student completes the course and the final grade is stored in the Historical Grades table. Courses completed within a 9-weeks timeframe could be stored at the end of the first quarter; courses completed within a semester timeframe, at the end of the semester; and courses completed by the end of the year, at the end of the school year.*

Programs requiring measurement of yearly progress can use Course History as one method of measurement.

The following are state regulations that schools must follow to provide accurate student records:

- In regulation 43-234 the following stipulations address courses for high school:

### **“D. Course Records for Students**

1. Each district superintendent must verify the accuracy of course records for students.
2. The name and code number of every course that each student takes must be entered into the student data collection system active master scheduler at the time the student takes the course. Courses may not be added to the student’s course history (transcript) without first being entered into the scheduler.
3. Courses offered in nontraditional settings such as online courses, courses offered in conjunction with a college or technical college (i.e., dual credit), and courses offered by the school through the district, state, or another type of provider must be included in the active master scheduler.”

- The following regulation 43-231 address student grade data for elementary students:

### **“VI. Student Records**

1. Each school shall have an appropriate means of reporting academic achievement to parents.
2. The district shall maintain accurate student data according to the pupil accounting system prescribed by the State Department of Education. A record of all dropouts shall be filed by school, grade, race and sex. The superintendent shall verify the accuracy of the enrollment attendance, membership by category, and dropout reports submitted to the Office of Finance, State Department of Education.”

- The following regulation 43-232 covers middle school students:

### **“V. Student Records**

1. Each school shall have an appropriate means of reporting academic achievement to parents.
2. The district shall maintain accurate student data according to the pupil accounting system prescribed by the State Department of Education. A record of all dropouts shall be filed by school, grade, race

and sex. The superintendent shall verify the accuracy of the enrollment attendance, membership by category, and dropout reports submitted to the Office of Finance, State Department of Education.”

- **SECTION 59-5-65.** Powers and responsibilities of State Board of Education.

(7) By January 1, 1986, establish criteria for promotion of students to the next higher grade.

In grades 1, 2, 3, 6, and 8, a student's performance on the Basic Skills Test of reading shall constitute twenty-five percent of the assessment of his achievement in reading and his performance on the Basic Skills Test of mathematics shall constitute twenty-five percent of the assessment of his achievement in mathematics. The State Board of Education shall specify other measures of student performance in each of these subjects which shall constitute the remaining seventy-five percent of the student's assessment.

Any student who fails to meet the criteria established by the Board for promotion to the next higher grade must be retained in his current grade or assigned to a remedial program in the summer or in the next year. Students assigned to the remedial program must meet the minimum criteria established by the Board for his current grade at the conclusion of the remedial program to be promoted to the next higher grade. All handicapped students as defined by federal and state statutes and regulations are subject to the provisions of this section unless the student's individual education plan (IEP) as required by Public Law 94-142 defines alternative goals and promotion standards.

Nothing in this sub-item shall prohibit the governing bodies of the school districts of this State from establishing higher standards for the promotion of students.

According to the Uniform Grading Policy the system applies to High School and others that offer Carnegie units.

- **GRADE DATA:**

“The uniform grading scale and the system for calculating GPAs and class rank will apply to all courses carrying Carnegie units, including units earned at the middle or junior high school level. All report cards and transcripts will use numerical grades for courses carrying Carnegie units. Transcripts and report cards will specify the course title and the level or type of course the student has taken (e.g., English I, Algebra 2 honors, AP U.S. History). The grading scale must be printed on the report card.”

**Note:** Final grades greatly impact a student’s end-of-year (final) transcript which is often used to determine a student’s acceptance into colleges, universities, tech schools, or other higher learning institutions. The transcript also serves as a basis upon which scholarships are determined and or/granted; in particular, SC Scholarships (Palmetto Fellows, LIFE, and HOPE). Using the Stored Grades process in PowerSchool automates the movement of final term grades from the PowerTeacher grade book to PowerSchool, eliminating any manual data entry. Teacher verification of their course’s historical grade data stored in PowerSchool for each student is extremely important since any changes in the gradebook are not reflected in the historical grade data after the storing process is completed for each term.

However, when a student transfers into a school from outside the district or state, the guidance counselor or registrar must evaluate the student’s transcript and match as closely as possible the courses, credits, grades, etc. provided by the previous school. It is critical that ANY data values manually entered follow the Uniform Grading Policy and are verified for accuracy prior to printing reports for any reason.

The Office of Student Intervention must meet annual reporting requirements of the US Education Department for student grade data. Thus for all students (elementary, middle, high) who participate in 21st Century Community Learning Centers (21st CCLC) programs, the SCDE through the Office of Student Intervention Services needs quarter/semester and final grades in core courses: ELA, reading, and math are the required subject areas.

Complete Academic Record - Detail View														
Bethwood, Talia Ashton 11 10300 LHS														
Multiple New Entries			Single New Entry			Previous School Names				Normal View				
Year/Term	Grd Lvl	Crs #	Course Name	Store Code	Grade	Earned Credit	Pot. Credit	Earns Grad Credit	GPA	Class Rank	Honor Roll	Transcripts	Credit Type	Grade Suppression Code
13-14 S1	11	411300CW	Algebra III	Q1	89	0	0						HS,C,X	
13-14 S1	11	301301CW	English 11	Q1	89	0	0						HS,A	
13-14 YR	11	08660011	Homeroom 11	Q1	—	0	0		Yes	Yes	Yes			
13-14 S1	11	344201CW	PE 2	Q1	90	0	0						HS,P,X	
13-14 S1	11	365201CW	Spanish 2	Q1	78	0	0						HS,T,X	
12-13 S1	10	322102CW	Biology 1	E1	84	0	0							
12-13 S1	10	301202CW	English 10	E1	85	0	0							
12-13 S1	10	561201CW	Small Animal Care	E1	—	0	0		Yes					
12-13 S1	10	365101CW	Spanish 1	E1	74	0	0							
12-13 S2	10	560000CW	Ag. Business and Marketing 1	F1	92	1	1	Yes					HS,T,X	
12-13 S2	10	411202CW	Algebra II	F1	89	1	1	Yes					HS,C,X	
12-13 S1	10	322102CW	Biology 1	F1	76	1	1	Yes					HS,E	
12-13 S2	10	354001CW	Chorus	F1	93	1	1	Yes					HS,X	
12-13 S1	10	301202CW	English 10	F1	86	1	1	Yes					HS,A	
12-13 YR	10	08660010	Homeroom 10	F1	—	0	0		Yes					
12-13 S2	10	565002CW	Intro to Hort.	F1	98	1	1	Yes					HS,T,X	
12-13 S1	10	561201CW	Small Animal Care	F1	98	1	1	Yes					HS,T	
12-13 S1	10	365101CW	Spanish 1	F1	76	1	1	Yes					HS,T	
12-13 S1	10	322102CW	Biology 1	Q1	72	0	0							
12-13 S1	10	301202CW	English 10	Q1	80	0	0							

## Clarification of Terms

<b>School</b> (SchoolName) [Storedgrades(31)]	This should be the name of the school where the student received the grade for this course. This is the school where the class was actually taken.
<b>School year</b> (TermID) [Storedgrades(31)]	This should be the school year and term during which the student received the final grade (F1) for this course.
<b>Store code</b> (StoreCode) [Storedgrades(31)]	The store code appears based on the setup for grades.
<b>Hist(orical) grade level</b> (Grade_Level) [Storedgrades(31)]	The grade level in which the student enrolled in the course.
<b>Course name</b> (Course_Name) [Storedgrades(31)]	SCDE provides the Short Course Title for the Course Name field. Reference the Activity Codes Manual for accurate codes for this course name.
<b>Crs#</b> (Course_Number) [Storedgrades(31)]	The number of the course (or course code) for which the student earned the grade.
<b>Teacher name</b> (Teacher_Name) [Storedgrades(31)]	This should be the name of the teacher of the course section.
<b>Grade</b> (Grade) [Storedgrades(31)]	Indicates the final grade in numerical format earned by the students for this course. <b>Note:</b> The grade does not automatically change with the percentage and vice versa. If the situation should arise that you edit a stored grade (VERY UNUSUAL and must be documented carefully to avoid legal issues), you must also manually change the percent field to match.
<b>Percent</b> (Percent) [Storedgrades(31)]	You can enter the percent grade the student earned.
<b>Earned credit hours</b> (EarnedCrHrs) [Storedgrades(31)]	Indicates the number of credit hours the student received for passing the course; a failing grade (69 or below) must have a zero for earned credit.
<b>Potential credit hours</b> (PotentialCrHrs) [Storedgrades(31)]	Enter the total number of credit hours the student could have earned in the course.

<b>Credit type</b> <i>(Credit_Type)</i> <i>[Storedgrades(31)]</i>	<p>Verify the subject area and grade level codes used for each course.</p> <p>Credit Types allow courses to be grouped together. Each course can be associated with one or more credit types. Listed below are credit types specific to South Carolina schools (primarily for high school courses) for both subject and grade levels:</p> <ul style="list-style-type: none"> <li>• A – English/Language Arts</li> <li>• C – Mathematics</li> <li>• E – Science</li> <li>• H – US History and Constitution</li> <li>• J – Economics</li> <li>• K – US Government</li> <li>• L – Other Social Studies</li> <li>• P – Physical Ed or Jr ROTC</li> <li>• R – Computer Science – Keyboard</li> <li>• T – Foreign Language or CATE</li> <li>• X – Electives</li> <li>• ES – Elementary School</li> <li>• MS – Middle School</li> <li>• HS – High School (Optional – MS for Middle School; ES for Elementary)</li> </ul>
<b>Exclude from GPA?</b> <i>(ExcludeFromGPA)</i> <i>[Storedgrades(31)]</i>	<p>Select the option to either include or exclude the grade from the GPA calculation for this student.</p>
<b>Exclude from class rank?</b> <i>(ExcludeFromClassRank)</i> <i>[Storedgrades(31)]</i>	<p>Select the option to either include or exclude the grade from the class rank for this student.</p>
<b>Exclude from honor roll?</b> <i>(ExcludeFromHonorRoll)</i> <i>[Storedgrades(31)]</i>	<p>Select the option to either include or exclude the grade from the honor roll for this student.</p>

# Homeless Student Information Page

A student's homeless status will be indicated by the value you populate in the primary nighttime residence field. The default setting for this field is blank for students who are NOT homeless.

## Homeless Student Fields to be Populated for SCDE Data Collection

Display Name	Internal Field Name	First Due Date
Primary Night Time Residence	Night_Residence	QDC1
Served by McKinney-Vento	McKinney-Vento_Serv	QDC1
Unaccompanied youth	Unaccomp_Youth	QDC1

Prior to start of a new school year, you should clear the contents of the homeless related data fields that reside on the "Homeless Student Information" custom page. Once coded as homeless, a student's status remains as such for the duration of the current school year.

Since the status must return to "blank" at the start of each new school year, you may want to use DDE to reset these fields to blank:

- Unaccomp\_Youth
- McKinney\_Vento\_Serv
- Night\_Residence

Start Page→Student Selection→Custom Screens→Homeless Student Information

## Clarification of Terms

<b>Served by McKinney-Vento</b> <i>(McKinney-Vento_Serv)</i> <i>[S_SC_STU_X]</i>	<b>This selection IS collected by SCDE for federal reporting.</b> Drop-Down selections for Served by McKinney-Vento: (1) the default of “blank” means No (2) Y means Yes. Select Yes for students who are receiving services under the McKinney-Vento Program; otherwise, the field remains blank (default).
<b>Primary Night Time Residence</b> <i>(Night_Residence)</i> <i>[S_SC_STU_X]</i>	Homeless status will be indicated by the value in the primary nighttime residence field, which will be left blank (default) for students who are NOT homeless. The primary nighttime residence should be the student’s nighttime residence at the time of enrollment or when he or she was first identified as homeless. Select the primary nighttime residence for the student from permitted values below: <ul style="list-style-type: none"> <li>• S – Shelters, transitional housing, awaiting foster care</li> <li>• D – Doubled-up means sharing the housing of other persons due to economic hardship, loss of housing or other reasons (such as domestic violence).</li> <li>• U – Unsheltered includes cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings</li> <li>• H – Hotels/motels</li> </ul>
<b>Unaccompanied youth</b> <i>(Unaccomp_Youth)</i> <i>[S_SC_STU_X]</i>	Select Yes from the drop-down list; otherwise, the field should remain blank (default).  A homeless unaccompanied youth is a youth who is not in the physical custody of a parent or guardian and who fits the McKinney-Vento definition of homeless.  There is no age range specified for an unaccompanied youth in the law. The upper age range is determined by what a state defines as school aged, unless the child is in special education in which case, the upper age range is twenty-one (21) years of age. There is no lower age range. Therefore, as an example, a young child not in the physical custody of a parent or guardian, though living with a caregiver, and is living in a situation that is not fixed, regular, and adequate, would be identified as a homeless unaccompanied youth.



## IGP Page

The customized PowerSchool tools through which you enter data values for data collection purposes include the IGP Curriculum Manager and the IGP Success Planner.

### IGP Fields to be Populated for SCDE Data Collection

Display Name	Page	Table	Internal Field Name	First Due Date
Academic Year	Individual Graduation Plan (Step 1 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Academic_Year	QDC2
Academy	Individual Graduation Plan (Step 2 tab)	VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy'	Academy	QDC2
Career Goal	Individual Graduation Plan (Step 1 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Career_Goal	QDC2
PrimaryIGP Indicator		Virtual Tables 3 in IGP release 1.2.4	CAS_IGP_Primary	QDC2
Cluster	Individual Graduation Plan (Step 2 tab)	VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy'	Cluster	QDC2
<b>IGP is Locked</b>	<b>IGP Home</b>	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	user_defined_numeric	QDC2
In Attendance	Individual Graduation Plan (Step 1 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	In_Attendance_Type	QDC2
Major	Individual Graduation Plan (Step 2 tab)	VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy'	Major	QDC2
Occupations	Individual Graduation Plan (Step 4 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Occupations	QDC2
Participation Venue	Individual Graduation Plan (Step 1 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Participation	QDC2
Plan name	Individual Graduation Plan (Step 1 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Title	QDC2
Postsecondary Majors	Individual Graduation Plan (Step 4 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Postsecondary_Majors	QDC2

Postsecondary Plans	Individual Graduation Plan (Step 1 tab)	VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_Participation'	user_defined_text	QDC2
Postsecondary Schools	Individual Graduation Plan (Step 4 tab)	VirtualTablesData3 where related_to_table = 'CAS_IGP_Master'	Postsecondary_Schools	QDC2

You can download and install the latest update for the South Carolina Individual Graduation Plan (IGP) application from PowerSource. Version 2.0.1enhancement updates the IGP to work with the new Classification of Instructional Programs (cip.txt) file that is from the National Center for Education Statistics database. The CIP titles correspond to academic and occupational instructional programs offered for credit at the postsecondary level. There has been a few updates and additions to this database, therefore it is imperative to update this file as soon as possible for the changes to reflect on the Individual Graduation Plans (IGP).

Please note that all prior enhancements are included in the 2.0.1 upgrade. Installing this upgrade will upgrade every version to Version 2.0.1. Installation of the custom page package can be done either using the legacy custom web\_root folder or by using Custom Page Management.

- Install the latest IGP PowerSchool Upgrade release , and the Archive\_SC\_IGP\_2.0.1
- The cip.txt file can now be placed in the c:\CAS\ folder on your Oracle Database server. (If you have installed your IGP data to a drive other than the c:\ drive, you will need to copy the file onto that drive instead of the c:\ drive).

You can download the guides that provide step-by-step instructions for using the tools from the web pages: <http://ed.sc.gov/agency/programs-services/174/Pathways/Counselors.cfm> or get updates for this tool through PowerSource: <https://powersource.pearsonschools.com/dir/7649> .

Your SCDE point of contact for content questions is Dr. Sabrina Moore, 803-734-8433 or email [smoore@ed.sc.gov](mailto:smoore@ed.sc.gov) .

For background information review documentation provided on the SCDE website: The Education and Economic Development Act (EEDA), "Personal Pathways to Success" is a program designed to prepare South Carolina students for the workforce and post-high-school education through early career planning and an individualized curriculum.

Start Page→IGP Student Selection→Success Planner→IGP Home

Start Page > Student Selection > IGP Home

## IGP Home

Britt, Tamara Brionna 10 10938 LHS

Unlocked IGP Records					
Title of IGP	Created On	Modified On	Academic Year	Primary	
Tamara Britt IGP 2013-2014	01/09/2014 12:00 am	01/09/2014 12:00 am	2013	No	<a href="#">Clone this IGP</a> <a href="#">Delete this IGP</a>

[Create New IGP](#)

Locked IGP Records					
Title of IGP	Created On	Modified On	Academic Year	Primary	
Test - Tamara Brionna Britt	11/13/2013 11:06 am	11/13/2013 11:06 am	2013	Yes	<a href="#">Clone this IGP</a>
Tamara Brionna Britt	02/12/2013 12:00 am	02/12/2013 12:00 am	2012	No	<a href="#">Clone this IGP</a>

IGP Links	
Link	Description
<a href="#">IGP Dashboard</a>	Click here to visit the IGP Dashboard for Longwood High School.
<a href="#">IGP Major Report</a>	Click here to visit the IGP Major Interest report for Longwood High School.
<a href="#">IGP Completion Report</a>	Click here to visit the IGP Completion report for Longwood High School.
<a href="#">IGP Summary Report</a>	Click here to visit the IGP Summary report for Longwood High School.
<a href="#">IGP Plan Code Report</a>	Click here to visit the IGP Plan Code report for Longwood High School.
<a href="#">IGP Statistics</a>	Click here to visit the IGP Statistics for Longwood High School.

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## Clarification of Terms

### IGP is Locked

(user\_defined\_numeric)

[VirtualTablesData3 where related\_to\_table = 'CAS\_IGP\_Master']

Select to lock the IGP.

Note: Data cannot be collected from locked IGPs; however, data can be collected from IGPs that have been locked AND made primary.

## IGP Step 1:

Start Page→Student Selection→IGP Home→Individual Graduation Plan

Start Page > Student Selection > IGP Home > Individual Graduation Plan

## Individual Graduation Plan

Bryant, Skylar Carol 12 370000220750 LHS

Step 1 Step 2 Step 3 Step 4 IGP Resources

Item	Value
Plan Name	Clone of Skylar Carol Bryant *
Career Goal	Nurse
Academic Year	2013-2014
Postsecondary Plans	<input type="checkbox"/> Workforce/Apprenticeship <input type="checkbox"/> Military <input checked="" type="checkbox"/> Four-Year College <input type="checkbox"/> Two-Year College/Technical Training
Meeting Conducted By	Cindy Carter
IGP Data Input By	
In Attendance	Margaret Bryant
	<input checked="" type="radio"/> Parent/Step Parent/Guardian <input type="radio"/> Other Representative
Participation Venue	In-person

[Save and Next](#)

### Plan Name

#### Step 1 Tab

(Title)

[VirtualTablesData3 where related\_to\_table = 'CAS\_IGP\_Master']

Enter the name of the IGP.

### Academic Year

#### Step 1 Tab

(Academic\_Year) [VirtualTablesData3 where related\_to\_table = 'CAS\_IGP\_Master']

Enter the school year in which the IGP was created. For example, the IGP created in 2013-2014 for the 2014-15 school year will have a value of 2013.

<b>In Attendance</b> <b>Step 1 Tab</b> <i>(In_Attendance_Type)</i> <i>[VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i>	Enter the names of the persons in the IGP meeting.
<b>Participation Venue</b> <b>Step 1 Tab</b> <i>(Participation)</i> <i>[VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i>	Enter the selection from the dropdown; the venues are stored in the CAS_IGP_LU_Participation table.
<b>Career Goal</b> <b>Step 1 Tab</b> <i>(Career_Goal)</i> <i>[VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i>	Enter the career goal of the student.
<b>Postsecondary Plans</b> <b>Step 1 Tab</b> <i>(user_defined_text)</i> <i>[VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_Participation']</i>	Enter selection; i.e., Military, Two-Year College/Technical Training, Four-Year College, or Workforce/Apprenticeship. You may choose zero to all options.

## IGP Step 2:

Start Page→Student Selection→IGP Home→Individual Graduation Plan

**Individual Graduation Plan**  
 Bryant, Skylar Carol 12 370000220750 LHS  
 Step 1 Step 2 Step 3 Step 4 IGP Resources

**Add Majors**  
 When you select a major from the list, it will create the record automatically.  
 Select Academy

**Existing Majors**

Major Name	Sort Order	
Health Science Focus	0	Delete This Major
Health Science Focus	0	Delete This Major

Save and Next

<b>Cluster</b> <b>Step 2 Tab</b> <i>(Cluster)</i> <i>[VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy']</i>	Select the unique id from the CAS_IGP_LU_Cluster Table.
<b>Academy</b> <b>Step 2 Tab</b> <i>(Academy)</i> <i>[VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy']</i>	Select the unique id from the CAS_IGP_LU_Academy Table.
<b>Major</b> <b>Step 2 Tab</b> <i>(Major)</i> <i>VirtualTablesData2 where related_to_table = 'CAS_IGP_LU_AreaOfStudy']</i>	(Step 2): Select the name of the major aligned with the cluster the student has chosen.

## IGP Step 4:

Start Page→Student Selection→IGP Home→Individual Graduation Plan

**Individual Graduation Plan**  
 Bryant, Skylar Carol 12 370000220750 LHS  
 Step 1 Step 2 Step 3 Step 4 IGP Resources

**Interests from Career Exploration and Planning**

Link	Description
Occupations	
Entrepreneurship Interests	
Postsecondary Majors	
Postsecondary Schools	
South Carolina Colleges and Universities	<a href="http://www.che.sc.gov/InfoCntr/Coll_Univ.htm">http://www.che.sc.gov/InfoCntr/Coll_Univ.htm</a>
South Carolina Occupational Information System	<a href="https://sccis.intocareers.org">https://sccis.intocareers.org</a>
Planning Notes	Alternate Courses: Intro. to Horticulture, Animal Science

Parent/Guardian Signature

Save without Locking

Save and Lock

<b>(Select) Academy</b> <b>Step 4 Tab</b> <i>(Occupations)</i> <i>[VirtualTablesData2where related_to_table = "User Defined Text"]</i>	Enter the Academy name.
---	-------------------------

<b>Postsecondary Majors</b> <b>Step 4 Tab</b> <i>(Postsecondary_Majors)</i> <i>[VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i>	(Step 4): Indicate the majors the student is considering pursuing in college.
<b>Occupations</b> <b>Step 4 Tab</b> <i>(Occupations)</i> <i>[VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i>	Enter the occupations the student is considering.
<b>Postsecondary Schools</b> <b>Step 4 Tab</b> <i>(Postsecondary_Schools)</i> <i>[VirtualTablesData3 where related_to_table = 'CAS_IGP_Master']</i>	Enter the school(s) the student is considering attending upon graduation from high school.

# Incident Management Page

Data values reported in Incident Management Pages in PowerSchool are required to complete federal and state reporting through the offices of Research and Data Analysis and Student Intervention Services. Incidents entered on a regular basis (as they occur but no later than a few days after the incident) provides more accurate information for the incidents and the actions for your school or district site. It is important that all discipline and truancy data are coded in Incident Management and not as “log entries.”

## UPDATES FOR 2015-16

**SC 20 Incident Management Query: The PowerSource link in the Running Incident Management Query for Prior Years section has been updated for PowerSource (<https://support.powerschool.com>) in preparation for the upgrade to PowerSchool 9.0.**

**The Concurrent Suspension is included in the Action Code drop down and defined on page 32 in the IM Reference Guide.**

**Concurrent Suspension -- This status indicates that the suspension was addressed under another incident. You should include the incident # in the Action Taken Detail.**

### **Harassment:**

**Harassment is considered a criminal offense. Based on South Carolina statute section 16-3-1700, *harassment* “means a pattern of intentional, substantial, and unreasonable intrusion into the private life of a targeted person that serves no legitimate purpose and causes the person and would cause a reasonable person in his position to suffer mental or emotional distress.”**

### **Federal Definition:**

**Harassment: Repeatedly annoying or attacking a student or group of students or other personnel that creates an intimidating or hostile educational or work environment.**

The Office of Intervention Services has requested some additions to the Behavior and Action codes for Incident Management. The table below contains the current codes with the new codes in orange so that you can have a complete reference list for Behavior and Action Codes.

Note: There are no changes for the Object Codes for 2015-16

### **Incident Management Load Script**

Enhancements for the Incident Management Load Script specific to South Carolina.

The following updates are included:

- The load script has been updated with all the state required codes/sub-codes
- Refer to the South Carolina Incident Management Quick Setup Guide for the steps to run the script. Additionally after the codes have been loaded, if they do not display in District > Incident Management > Code & Subcode Setup you may need to wait for the hourly process to run to update reports or from System > Special Operation you can run the Load Server Reports which requires a code in the Code field.
- Codes added or updated to the Behavior Code/Sub-code values are as follows:
  - 012 - Harassment
    - HNO – Due to National Origin of Victim
    - HSO – Due to Sexual Orientation of Victim
  - 031 – District Medication Violation
  - 651 – Bullying
    - BNO – Due to National Origin of Victim
    - BSO – Due to Sexual Orientation of Victim
- The updated Action Code/Sub-Code values is as follows: EXO – Expulsion Overturned

### Incident Management Required Fields

- **Participants**
  - **Offender**
  - **Victims- Bullying-Level Physical Injury**
- **Behavior Codes**
- **Action Codes**
  - **Removal Type**
  - **Action Date Range**
  - **Duration Code**
- **Object Codes**
- **Subcodes dropdown**
- **Incident Elements**
- **Actions**
  - **Record the Type of Removals**
    - **Record Subcodes for Type of Removal**
  - **Provide the Duration of the Removal**
  - **Must be Associated with the Behavior**

### Incident Management Action Codes

Value	Description	Has Sub Codes	Sub codes with Description
ALT	Referred to Alternative Program		
ATP	Alternative Placement		
ARR	Arrested		
BSS	Bus Suspension	Yes	ATD – Alternate Transportation (District) ATP - Alternate Transportation (Parent/Guardian) NAT – No Alternate Transportation
CON	Confiscated		
CNF	Conference	Yes	CFS – Student CFP – Parent CFB – Student and Parent CFM - Multidisciplinary
CPL	Corporal Punishment	Yes	CPD – Administered by District/School CPP - Administered by Parent
CTP	Call to Parents		
DET	Detention	Yes	DSW –After School DST – Saturday DLC – Lunch DRE – Recess DOT - Other
EXP	Expulsion	Yes	EXN – Expelled, No Services Provided EXS - Expelled with Services



<b>EXO</b>	<b>Expulsion Overturned</b>		
HRG	Hearing	Yes	HAD – Administrative HEX – Expulsion HMD – Manifestation Determination
HMV	Home Visit		
IAES	IDEA IAES	Yes	HRO – Hearing Officer UNR – Unilateral Removal
JUV	Juvenile Court		
LTP	Letter to Parent		
PMT	Payment for Damages		
REF	Referral	Yes	RFC – School Counselor RFE – Adult Education RFD – DSS RFM – Mental Health RFA – Admin RFP – County Alcohol Program
REM	DO NOT USE - Removed from Class at Teacher's Request		
REX	Recommended for Expulsion		
SUS	Suspension	Yes	ISN – In-School (No Services Provided) ISS – In-School (Services Provided) OSS – Out of School (No Services Provided) OSP – Out of School (Services Provided) SUX – Pending Expulsion SPC – Pending Parent Conference CCS – Concurrent Suspension
TMP	DO NOT USE - Temporary Removal from Class		
TRN	Transfer		
TRU1	Intervention Plan		
TRU2	Family Court Referral		
TRU3	Violation of Court Order		
WRN	Warning		
WIT	Withdrawal of Privileges	Yes	WPD – Driving WPP – Parking WPA – Activities

			WPC – Computer
--	--	--	----------------

### Incident Management Behavior Codes

Value	Description	Has Sub Codes	Sub codes with Description
001	Aiding Others		
002	Other Offenses (Minor)		
003	Bite/Pinch/Spit		
004	Contraband		
005	Detention Violation		
006	Dishonesty		
007	Disrupting Class		
008	DO NOT USE - Drug Violation		
009	Fighting		
010	Fireworks		
011	Forgery		
<b>012</b>	<b>Harassment</b>	<b>Yes</b>	HSR – Due to Race of Victim HSD – Due to Disability of Victim HSG – Due to Gender of Victim HSE – Due to Religion of Victim <b>HNO – Due to National Origin of Victim</b> <b>HSO – Due to Sexual Orientation of Victim</b> HSU – Other/Unknown
013	Sexual Harassment		
014	Hit/Kick/Push		
015	Inappropriate Affection		
016	Inappropriate Language		
017	Inappropriate Behavior		
018	Inappropriate Materials		
019	Indecent Exposure		
020	Major Disruption		
021	No Form Return		
022	Inappropriate Physical Contact		
023	Property Misuse		
024	Running		
025	Sex Violation		
027	Threat		
028	Throwing Objects		
029	Urination		
030	Violation of Class Rules		
<b>031</b>	<b>District Medication Violation</b>		
150	Cutting School		
151	Truant		
152	Habitual Truant		
153	Chronic Truant		
160	Cutting Class		
170	Cutting Activity		
180	Tardy		
190	Cheating		
200	Off Limits		
210	Profanity		

220	Computer Violation		
230	Tobacco		
240	Loitering		
250	Gang Activity		
260	Bomb Threat		
270	Refusal to Obey/Defiant		
271	Failure to Comply with Disc Action	Yes	FCS – Comm Serv/Work Detail FDE – Detention FIS – In-School Suspension FTR – Other
275	Failure to Complete school work		
280	Dress Code		
290	Obscene Gesture		
300	Parking Violation		
305	Driving Violation		
310	Leaving School		
320	Leaving Class		
330	Phone Violation		
340	Bus Violation		
350	Fire Alarm		
360	ID Violation		
370	Littering		
380	Probation Violation		
390	Unauthorized Device		
400	Excessive Noise		
405	Horseplay		
407	Confrontation/Altercation		
430	Contract Violation		
500	Arson		
510	Assault, Aggravated		
520	Assault, Simple		
530	Bribery		
540	Burglary		
550	Counterfeit/Forgery		
560	Disturbing School		
570	Drug Distribute		
575	Drug Usage		
580	Drug Possession		
590	Embezzlement		
600	Extortion		
610	Forced Sexual Offense		
620	Fraud		
630	Gambling		
640	Homicide		
650	Intimidation		
651	Bullying	Yes	BUR – Due to Race of Victim BUD – Due to Disability of Victim BUG – Due to Gender of Victim BUE – Due to Religion of Victim BOU – Other/Unknown BNO – Due to National Origin of Victim BSO – Due to Sexual Orientation of Victim

652	Cyberbullying		
660	Kidnap/Abduction		
670	Larceny/Theft		
680	Alcohol/Liquor Law Violation		
690	Non-Forcible Sex Offense		
700	Other Offenses (Serious)		
710	Pornography		
720	Prostitution		
730	Robbery		
740	Stolen Property		
750	Trespassing		
760	Vandalism		
770	Vehicle Theft		
789	Weapons (Specify in Objects)		

### Incident Management Fields to be Populated for SCDE Data Collection

The following fields must be coded properly for your data to be reported accurately to the federal government.

Display Name	Internal Field Name	Table	First Due Date
Action code	Lu_Sub_Code_ID where Code_Type = 'actioncode'	Incident_Detail	QDC1
Behavior code	Lu_Sub_Code_ID where Code_Type = 'behaviorcode'	Incident_Detail	QDC1
Duration code	Lu_Sub_Code_ID where Code_Type = 'durationcode'	Incident	QDC1
Incident Date	incident_ts	Incident	QDC1
Incident ID	Incident_ID	Incident	QDC1
Incident Type	Lu_Sub_Code_ID where Code_Type = 'incidenttypecode'	Incident_Detail	QDC1
Location code	Lu_Sub_Code_ID where Code_Type = 'locationcode'	Incident_Detail	QDC1
Object code	Incident_Object_ID	Incident_Object	QDC1
Participation Attributes	Incident_Person_Role_ID	Incident_Personal_Detail	QDC1
Person Marked as Unknown	IS_Unknown	Incident_Person_Role	QDC1
Primary Behavior	Primary_indicator	Incident_Detail	QDC1
School	School_Number	Incident	QDC1

Time Frame	Lu_Sub_Code_ID where Code_Type = 'timecode'	Incident	QDC1
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You may NOT create additional incident sub-codes in the Incident Management system. If you have suggestions for any specific type of incident not already covered in the provided list, contact SCDE Student Intervention Services. Incident Details are defined in the Incident Management documentation posted on the web pages for the SCDE Office of Student Intervention. You can locate step-by-step guides for entering and verifying your data at this URL: <http://ed.sc.gov/agency/ie/Student-Intervention-Services/> .

## Student Intervention Program Contacts

Sabrina Moore, Director, Student Intervention Services, 803-734-8433, [smoore@ed.sc.gov](mailto:smoore@ed.sc.gov)

Aveene Coleman, Education Associate, Student Intervention Services, 803-734-3057, [acoleman@ed.sc.gov](mailto:acoleman@ed.sc.gov)

Kim Smith, Education Associate, Student Intervention Services, 803-734-8113, [kwsmith@ed.sc.gov](mailto:kwsmith@ed.sc.gov), and the Office of Special Education Services.

## Truancy and Your PS Data

NOTE: Individual entry per student is required for accurate truancy reporting. **Please do NOT** use one code entry instance for multiple student entries for truancy incidents. This practice does not adhere to written SCDE procedure and provides invalid truancy summary data for edFACTS and other state and federal reporting. This is true for any incident for an individual student.

However, when two or more offenders are involved in the same incident, all students are added to the one incident you are reporting. Refer to the above listed FAQ document for more specific scenarios.

Start Page→Student Selection→Incidents→Incident List

Start Page > Student Selection > Incident List > Incident Details

Incident Details

Black, Tiffany Avery 12 370000220547 LHS

Incident Description

Incident ID: 9217

[View Change History](#)

School

Longwood High School

Incident Type

Discipline\*

Incident Date

10/24/2012 (MM/DD/YYYY) Time: 02:52 PM

Time Frame

During School Hours\*

DCL-During Class\*

Time Frame Comment

512 characters left

Title

210 Profanity 10 demerits

Description

Yelled out profanity

Location

Classroom\*

Location Comment

512 characters left

Location Description

## Lunch Page

Display Name	Internal Field Name	First Due Date
Lunch Status	LunchStatus	Aug

Start Page → Student Selection → Lunch

Start Page > Student Selection > Lunch

### Lunch

Application # \_\_\_\_\_

Date Submitted 0/0/0 (MM/DD/YYYY)

Date Responded 0/0/0 (MM/DD/YYYY)

Lunch ID 0

Current balance \$ 0.00

Lunch status: Full pay (P)

### Clarification of Terms

<b>Lunch Status</b> <i>(LunchStatus)</i> <i>[Students(1)]</i>  <b>(Free Meals Program)</b>	<p>The Meals drop-down field allows you to indicate whether the student is eligible or not eligible for free or reduced meals. <u>A blank is an invalid value.</u> You must select one of the following:</p> <ul style="list-style-type: none"> <li>• P – Full Pay</li> <li>• R – Reduced</li> <li>• F – Free</li> </ul>
--	--

## Modify Information Page

The Home Room field can affect the way materials are sorted and/or how students are grouped in an online testing system. SCPASS, early childhood assessments, and CogAT/IA can be affected. However, this field no longer impacts the sorting of Alternate Assessment materials. use this field if other sorting/grouping fields are blank.

The homeroom teacher information is in a free form field. That is, it is possible to enter the name of the same teacher in several different ways, e.g., Jane Doe, J. Doe, Jan Doe. When this happens, the data will be alphabetized according to the name entered. **Make every effort to make the data entry for this field consistent.** If you know that **all** the students have proper information in the Home Room teacher field and you approve of that sort order, then you need not do anything else. Leave the materials sort fields blank.

**Recommended:** Enter the teacher’s last name, followed by a comma, and then the teacher’s first name (i.e., “last name, first name”). If a teacher’s name is entered inconsistently, the teacher will receive two or more different teacher rosters and test security checklists. The SCDE will use only the first twenty characters entered in this field.

### Modify Information Field to be Populated for SCDE Data Collection

Display Name	Internal Field Name	First Due Date
HomeRoom	Home_Room	Aug

Start page > Student Selection>Modify Information

### Modify Information

Simpson, John James 9 380010022505 THS

Family rep	<input type="checkbox"/>	
Graduation Requirement Set		<input type="text" value="v"/>
Home Room	Owens, Brady	Home Room: Last Name, First Name of Homeroom Teacher
Locker Combination	15-01-43	
Locker Number	1531	
Lunch ID	0	
Part-Time Student Indicator	<input type="checkbox"/>	
Phone ID	0	
Current Team		<input type="text" value="v"/>
Current House		<input type="text" value="v"/>
Current Campus/Building		<input type="text" value="v"/>
Track		<input type="text" value="v"/>
Tracker	No	<input type="text" value="v"/>
District Entry Date	0/0/0	<input type="text" value="(MM/DD/YYYY)"/>
District Entry Grade Level	0	
School Entry Date	0/0/0	<input type="text" value="(MM/DD/YYYY)"/>
School Entry Grade Level	0	

Auto-assign IDs for this student



## Other Information Page

SCDE collects only a student's primary language information from this page. You are also able to populate the Primary Language Code field using the SC Student Information page; no matter where you enter the data, the values will be displayed on both pages. The drop-down selection of language data values is listed on the SC Student Information page in this manual.

NOTE: You will want to remember the checkbox for "Exclude from Class Ranking" resides on this page.

### Other Information Field to be Populated for SCDE Data Collection

Display Name	Internal Field Name	First Due Date
Primary Language Code	primarylanguage	QDC1

Start Page → Student Selection → Other Information

**Other Information**

Simpson, John James 9 380010022505 THS

Equip Flag

Date Of Entry Into USA  (MM/DD/YYYY)

AFDC Application Number

Primary Language Code  ☒

Secondary Language Code

MESA

AFDC Approved

PHLOTE

Exclude From Class Ranking ☐

Fee Exemption Status

Other Alert

Other Alert Text

Alert Expires (Date)  (MM/DD/YYYY) (0/0/0 to never expire)

### Clarification of Terms

<b>Primary Language Code</b> <i>(primarylanguage)</i> <i>[Students(1)]</i>  <i>Additional languages have been added for the 2015-16 school year.</i>	Enter the primary language in which student is most fluent. Use only those language codes that have been standardized by the SCDE. Please reference Appendix E for the complete list of languages and dialects.
<b>Exclude from Class Ranking</b> <i>(Exclude_fr_rank)</i> <i>[Students(1)]</i>	Check this box for students who should <u>not</u> be included in the class rank. You must know when to use this box for filtering groups/students. NOTE: When filtering student records for your list of potential SC scholarship recipients, <u>do not check</u> this box for students whose Diploma Type value is "State of SC Diploma." Check this box for students whose SC Diploma type value is "State of SC Certificate" (through 2013-14) or "District Award Document" beginning in 2014-15 and forward. You will find the Diploma Type field on the SC Student Information page.

<b>Bus T</b> Diploma Type (for Transcript) Orig Entry Date (Current School)	<input type="text" value="(blank) - None"/> <input checked="" type="text" value="F - State of SC Diploma"/> <input type="text" value="H - State of SC Certificate"/> <input type="text" value="N - District Award Document"/>
---	--

## Parents Page

Some of the same fields that are now on the Contacts page are displayed on this page. You may enter these data values on either page.

Since a student may live with one of several persons during a given time span depending on home and family circumstances, you will want to populate fields with data values most current and appropriate for the safety and security of the student. Complete the cells with information that will assist school personnel with a student's well-being. You may need to include the information for mother, father, and / or guardian (s).

Though currently there are several pages that provide fields in which you can enter necessary information for contacting persons responsible for the student, SCDE PowerSchool Information team recommends you use the Contacts Page:

Parents		
Simpson, John James 9 380010022505 THS		
<b>Parent Information</b>		
Mother's Name	Smith-Jones, Katerina	
Daytime Phone	456-xxx-xxxx	
Father's Name	Jones, Davy	
Daytime Phone	465-xxx-xxxx	
<b>Guardian Name &amp; Info</b>		
Last, First, Middle		
Daytime Phone		Relationship Code
Previous Guardian Info		
Single Parent Household		
<b>Guardian Email</b>		
Guardian's Email Address:		
<b>Guardian Alert</b>		
Guardian Alert		
Alert Expires (date)	0/0/0 (MM/DD/YYYY) (0/0/0 to never expire)	

### Clarification of Terms

You will find these same values populated on the Contacts Page:

<b>Mother's Name</b> <i>(Mother)</i> <i>[Students(1)]</i>	Enter the name of the student's mother: <b>Last, First, Middle.</b>
<b>Father's Name</b> <i>(Father)</i> <i>[Students(1)]</i>	Enter the name of the student's father: <b>Last, First, Middle.</b>
<b>Guardian's Name:</b> <i>First Guardian_FN)</i> <i>Last (Guardian_LN)</i> <i>Middle (Guardian_MN)</i> <i>[Students(1)]</i>	If the student resides with a guardian and not the mother or father, enter the Last, First, Middle names for the guardian. <b>Note:</b> Use the Relationship Code of 07 for Guardian. (see the relationship codes listed below)

## Precode Page

Precode information for the data collection is well documented and posted on the Office of Assessment's web page at the SCDE site: <http://ed.sd.gov> for the current values and descriptions expected to pre-populate test materials for your students. Contact Mr. Joe Saunders, 803-737-4275 with any questions regarding specific descriptions for data values

### Precode Initialization

The precode fields all changed to the extended schema table "S\_SC\_STU\_X during the 2014-15 school year. **The PowerSchool administrator is responsible for running the "start of year" initialization process at your district ONLY ONCE per school year; follow the district administrator's instructions provided for schools in your district.**

The process runs for students who are currently enrolled in any selected school, or enrolled at any time during the current school year. The process excludes student who have an enrollment entry with the enter date and the exit date as the same date (no shows) in the currently selected school year. For the selected schools, and for the designated students, the initialization process deletes all current year values for the fields listed below.

NOTE: You must be aware that the initialization processes will NOT "blank" field values stored for INACTIVE students. If you re-enroll a student, you or your PS administrator must manually remove data that are no longer applicable for the initialized Precode fields. For example, "Student Not Tested" reasons must be removed if related to a prior testing period.

### 2015-16 Changes

#### Fields Initialized to Blank

- KndrgtrnPrevPgm
- AltAssessException
- LEPAAltAssess
- Precode1 (free form, 10 characters)
- Precode2 (free form, 10 characters)
- If the AltAssessCde field contains a value other than Y, it will be initialized to blank

#### Precode Data Entry Page Updated

The following are changes for data entry requirements:

- The drop-down menu options for the Kindergarten Previous Program field are updated. This field will default to Blank – Not in 5K this year.
- An edit is added to the Kindergarten Previous Program field to prevent users from changing this field unless the student's current grade level is Kindergarten. Other edits that were triggered from this field have been deleted.
- Two new text fields are added for Precode 1 and Precode 2.

#### Fields removed from the Precode Page

- Grad Express
- HSAP Materials Code
- HSAP Online ELA
- HSAP Online Math

Start Page > Student Selection > South Carolina State Information > Precode

## Precode Data Entry

Simpson, John James 9 380010022505 THS

CATE Early Childhood 5K Readiness Scores SC Student Information **Precode** Transport Work-Based Learning

Alternate Assessment  Alternate Assessment Test Administrator

Alternate Assessment Exception  First Name  Last Name

LEP Alternate Assessment

LEP Reading Custom Materials  0 - Not needed

LEP Writing Custom Materials  0 - Not needed LEP Writing Oral Admin  0 - Not needed

LEP Listening Custom Materials  0 - Not needed

LEP Speaking Custom Materials  0 - Not needed

Writing Custom Materials  0 - Not needed Writing Oral/Signed Admin  0 - Not needed

ELA Custom Materials  0 - Not needed ELA Oral/Signed Admin  0 - Not needed

Math Custom Materials  0 - Not needed Math Oral/Signed Admin  0 - Not needed

Science Custom Materials  0 - Not needed Science Oral/Signed Admin  0 - Not needed

Social Studies Custom Materials  0 - Not needed Social Studies Oral/Signed Admin  0 - Not needed

Writing Sort ID  SCPASS Online - Writing  N - No

ELA Sort ID  SCPASS Online - ELA  N - No

Math Sort ID  SCPASS Online - Math  N - No

Science Sort ID  SCPASS Online - Science  N - No

Social Studies Sort ID  SCPASS Online - Social Studies  N - No

EOCEP Online - English  Y - Yes LEP Online - Reading  N - No

EOCEP Online - Algebra  Y - Yes LEP Online - Writing  N - No

EOCEP Online - Biology  Y - Yes LEP Online - Listening  N - No

EOCEP Online - USHC  Y - Yes LEP Online - Speaking  N - No

Precode 1  Precode 2

Kindergarten - Previous Program (5K Only)

Deaf-Blindness  N - No

Multiple Disabilities  N - No

**Accountability Reporting - Student Not Tested (Elementary/Middle School/High School/LEP Testing)**

Student Not Tested  0 - No Student Not Tested - LEP Testing

Test Missed  Student Not Tested - LEP only  0 - No

Students Not Tested Reason  Students Not Tested Reason - LEP only

Request Exclusion Indicator (Documentation to SCDE Required)  N - No

**Submit**

## Precode Fields to be Populated for SCDE Data Collection

Table: S\_SC\_STU\_X

Display Name	Field Name	Values	Default Setting during Initialization	First Due Date
Alternate Assessment*** (Formerly SC-Alt)	AltAssessCde	N – No Y – Yes	Assigns a blank value UNLESS this field contains a value of “Y”	QDC
Alternate Assessment Exception	AltAssessException	N – No Y – Yes	Assigns a blank value	QDC
First Name (Alternate Assessment Test)	AltAssessTA_FirstName	Text box – 25 characters	Assigns a blank value	QDC

Administrator)				
Last Name (Alternate Assessment Test Admin)	AltAssessTA_LastName	Text box – 25 characters	Assigns a blank value	QDC
LEP Alternate Assessment	LEPAltAssess	N – No Y – Yes	Assigns a blank value	QDC
LEP Reading Custom Materials	CustomLEPRead	0 – Not needed 1 – Large print 2 – Loose leaf 4 – Braille	Assigns a blank value	QDC
LEP Writing Custom Materials	CustomLEPWrit	0 – Not needed 1 – Large print 2 – Loose leaf 4 – Braille	Assigns a blank value	QDC
LEP Listening Custom Materials	CustomLEPListen	0 – Not needed 1 – Large print 2 – Loose leaf 4 – Braille	Assigns a blank value	QDC
LEP Speaking Custom Materials	CustomLEPSpeak	0 – Not needed 1 – Large print 2 – Loose leaf 4 – Braille	Assigns a blank value	QDC
LEP Writing Oral Admin	OralLEPWrit	0 – Not Needed 1 – Oral Script	Assigns a blank value	QDC
ELA Custom Materials	CustomELACde	0 – Not needed 1 – Large print 2 – Loose leaf 3 – Deaf/Hard of hearing 4 – Braille	Assigns a zero value	QDC
Math Custom Materials	CustomMathCde	0 – Not needed 1 – Large print 2 – Loose leaf 3 – Deaf/Hard of hearing 4 – Braille	Assigns a zero value	QDC
Science Custom Materials	CustomSciCde	0 – Not needed 1 – Large print 2 – Loose leaf 3 – Deaf/Hard of hearing 4 – Braille	Assigns a zero value.	QDC
Soc Stu Custom Materials	CustomSocStuCde	0 – Not needed 1 – Large print 2 – Loose leaf 3 – Deaf/Hard of hearing 4 – Braille	Assigns a zero value	QDC
ELA Oral/Signed Admin	OralELA	0 – Not needed 1 – Oral/Signed Administrative Script 2 – Audio CD/CD-ROM 3 – ASL DVD 4 – PSL DVD	Assigns a zero value	QDC
Math Oral/Signed Admin	OralMath	0 – Not needed 1 – Oral/Signed Administrative Script 2 – Audio CD/CD-ROM 3 – ASL DVD 4 – PSL DVD	Assigns a zero value	QDC

Science Oral/Signed Admin	OralScience	0 – Not needed 1 – Oral/Signed Administrative Script 2 – Audio CD/CD-ROM 3 – ASL DVD 4 – PSL DVD	Assigns a zero value	QDC
Social Studies Oral/Signed Admin	OralSocStudies	0 – Not needed 1 – Oral/Signed Administrative Script 2 – Audio CD/CD-ROM 3 – ASL DVD 4 – PSL DVD	Assigns a zero value	QDC
ELA Sort ID	ELASortId	10 characters	Assigns a blank value	QDC
Math Sort ID	MathSortId	10 characters	Assigns a blank value	QDC
Science Sort ID	ScienceSortID	10 characters	Assigns a blank value	QDC
Social Studies Sort ID	SocStudiesSortID	10 characters	Assigns a blank value	QDC
SCPASS Online – Writing	PASSOnlineWriting	N – No Y – Yes	Assigns ‘N’ value	QDC
SCPASS Online – ELA	PASSOnlineELA	N – No Y – Yes	Assigns ‘N’ value	QDC
SCPASS Online – Math	PASSOnlineMath	N – No Y – Yes	Assigns ‘N’ value	QDC
SCPASS Online – Science	PASSOnlineScience	N – No Y – Yes	Assigns ‘N’ value	QDC
SCPASS Online – Social Studies	PASSOnlineSocStudies	N – No Y – Yes	Assigns ‘N’ value	QDC
EOCEP Online - English	EOCEPOnlineEng	N – No Y – Yes	Assigns ‘Y’ value for grades 6 – 12 Assigns ‘N’ value to all other grades	QDC
EOCEP Online - Algebra	EOCEPOnlineAlg	N – No Y – Yes	Assigns ‘Y’ value for grades 6 – 12 Assigns ‘N’ value to all other grades	QDC
EOCEP Online - Biology	EOCEPOnlineBio	N – No Y – Yes	Assigns ‘Y’ value for grades 6 – 12 Assigns ‘N’ value to all other grades	QDC
EOCEP Online - USHC	EOCEPOnlineUSHC	N – No Y – Yes	Assigns ‘Y’ value for grades 6 – 12 Assigns ‘N’ value to all other grades	QDC
LEP Online – Reading	ELDAOnline_Reading	N – No Y – Yes	Assigns ‘N’ value	QDC
LEP Online – Writing	ELDAOnline_Writing	N – No Y – Yes	Assigns ‘N’ value	QDC
LEP Online – Listening	ELDAOnline_Listening	N – No Y – Yes	Assigns ‘N’ value	QDC
LEP Online – Speaking	ELDAOnline_Speaking	N – No Y – Yes	Assigns ‘N’ value	QDC
Kindergarten – Previous Program	KndrgtrnPrevPgm	Hd – Head Start N – None NA – Not in 5 yr Kdrgrtn O – Other Prv – Private St – State Unk – Unknown	Assigns a blank value	QDC
Deaf-Blindness	DeafBlindInd	N – No Y – Yes	Assigns ‘N’ value	QDC
Multiple Disabilities	MultiDisabInd	N – No Y – Yes	Assigns ‘N’ value	QDC
Precode 1	Precode 1	Free text		

Precode 2	Precode 2	Free text		
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## Accountability Reporting (Bottom of Precode Page)

### Accountability Fields to be Populated for SCDE Data Collection

Table: S\_SC\_STU\_X

Display Name	Field Name	Values	Default Setting during Initialization	First Due Date
Student Not Tested ***	StuNotTested	Checkbox	Checkbox is unchecked	TBD*
Test Missed ***	TestMissed	<div style="border: 1px solid black; padding: 5px;"> S - ACT Aspire®  P - SCPASS (Science and Social Studies)  T - The ACT®  K - ACT WorkKeys®  A - SC-Alt (Science and Social Studies)  N - NCSC </div>	Assigns a blank value	TBD*
Student Not Tested Reason ***	StuNotTestedReason	Refer to Documentation in DQR		TBD*
Request Exclusion Indicator ***	ReqExclusion	N – No Y – Yes	Assigns 'N' value	TBD*
Student Not Tested - LEP Only	StudentNotTested_LEP	Checkbox		SEP
Student Not Tested Reason – LEP only	StudentNotTested_ReasonLEP	Refer to Documentation in DQR		TBD*

\*These due dates are based on actual test dates – when tests are administered to students.

### Test List

SCDE collects reasons for all “eligible” students who do not test on all or part of current tests administered through the Office of Assessment:

Test Missed	
Students Not Tested Reason	<div style="border: 1px solid black; padding: 5px;"> S - ACT Aspire®  P - SCPASS (Science and Social Studies)  T - The ACT®  K - ACT WorkKeys®  A - SC-Alt (Science and Social Studies)  N - NCSC </div>
Request Exclusion Indicator (Documentation to SCDE Required)	

This collection utilizes information entered into the Students Not Tested fields found at the bottom of the Precode page in PowerSchool, under the heading “Accountability Reporting” – Students Not Tested (HSAP/SCPASS/SC-Alt). All of the following fields must be completed if a student misses all or part of any of these tests:

- Student Not Tested
- Test Missed
- Students Not Tested Reason
- Request Exclusion Indicator (Documentation to SCDE Required)
- Student Not Tested – LEP Testing
- Student Not Tested Reason – LEP Only

Accountability Reporting - Student Not Tested (Elementary/Middle School/High School/LEP Testing)			
Student Not Tested	<input type="button" value="0 - No"/>	Student Not Tested - LEP Testing	
Test Missed	<input type="button" value=""/>	Student Not Tested - LEP only	<input type="button" value="0 - No"/>
Students Not Tested Reason	<input type="button" value=""/>	Students Not Tested Reason - LEP only	<input type="button" value=""/>
Request Exclusion Indicator (Documentation to SCDE Required)	<input type="button" value="N - No"/>		

## Clarification of Terms

<b>Student Not Tested</b> <i>(StuNotTested)</i> [S_SC_STU_X]	<p>If a student has been identified as “eligible for testing for accountability purposes” and “not tested,” click within the box adjacent to the field labeled “Student Not Tested.” Checking this box results in a “yes” value being stored in the field.</p>
<b>Test Missed</b> <i>(TestMissed)</i> [S_SC_STU_X]	<p>Select the appropriate test from the list in the drop-down box. With the exception of SCPASS Writing, these tests involve multiple parts. It is important to include this information even if the student missed only part of a multiple part test.</p> <div> S - ACT Aspire®  P - SCPASS (Science and Social Studies)  T - The ACT®  K - ACT WorkKeys®  A - SC-Alt (Science and Social Studies)  N - NCSC </div>
<b>Students Not Tested Reason</b> <i>(StuNotTestedReason)</i> [S_SC_STU_X]	<p>Select one “not tested” reason from the drop-down list labeled “Student Not Tested Reason. 001 - 023.” That is, select the most appropriate reason for each eligible student who did not test. If an appropriate reason is not listed among the choices, select Reason 021 (Other). If a student has more than one reason for not testing, choose the reason with the lowest code number, as reasons are listed in order of significance.</p> <p>Note: Federal Laws require that all students be included in the state assessment system. (Title I of the Elementary and Secondary Education Act (ESEA), (34 C.F.R Part 300) (300.160), as amended by the No Child Left Behind (NCLB) Act of 2001, and the Individuals With Disabilities Education Act (IDEA), (20 U.S.C. § 1400 Section 612(a) (16))). More information on how to identify “eligible” students and detailed definitions of reasons for not testing under State and Federal accountability can be found in the Students Not Tested Guidelines (SNTG).</p> <p>You will need to contact the SCDE, Office of Research and Data Analysis for other instructional and informational documents necessary for accurately indicating reasons allowed such as the samples shown below:</p> <div> 001 - Homebound/Homebased (Medical)  002 - Medical Absence  003 - Deceased Student  004 - Expelled  005 - Withdrew  006 - Dropout  007 - Incarcerated  008 - Death in family  010 - Non-medical absence </div>
<b>Request Exclusion Indicator</b> <i>(ReqExclusion)</i> [S_SC_STU_X]  <b>(Documentation to SCDE Required)</b>	<p>Select “yes” only if the reason for not testing meets one or more of the criteria (Codes 001 through 008) found in the SNTG, <b>and</b> documentation is available and submitted to SCDE during the appropriate review period to support the “not tested” reason.</p> <p>Select “No” from the drop-down box if there is no documentation, documentation is not complete, or the reason for not testing does not meet any of the criteria found in the SNTG.</p>



	For those reasons allowing select exclusions found outside of the SNTG process (e.g., LEP student 1st year in U.S. exemption, Student not eligible for SC-ALT due to age), students will be identified <u>using other information</u> from PowerSchool, not from the information entered into these four fields. For more information on what fields are used to make these “exclusionary” determinations, please refer to the SNTG.																				
<b>Student Not Tested – LEP only</b> <i>(StudentNotTested_LEP)</i> [S_SC_STU_X]	Select from the drop-down box provided: a. 0 – No b. 1 –Yes  See Note above on “Student Not Tested” above.																				
<b>Student Not Tested Reason – LEP only</b> <i>(StudentNotTested_ReasonLEP)</i> [S_SC_STU_X]	Select one “not tested” reason from the drop-down list labeled “Student Not Tested Reason – LEP only.” That is, from the 15 reasons listed, select the most appropriate reason for each eligible student who did not test. If an appropriate reason is not listed among the choices, select Reason 021 (Other). If a student has more than one reason for not testing, choose the reason with the lowest code number, as reasons are listed in order of significance. You must review the documentation for all selections from which to choose. See Note above on “Student Not Tested Reason” above. <div data-bbox="714 735 1265 938" data-label="Table"> <table> <tr> <th colspan="2">Student Not Tested - LEP Testing</th></tr> <tr> <td>Student Not Tested - LEP only</td><td>001 - Homebound/Homebased (Medical)</td></tr> <tr> <td>Students Not Tested Reason - LEP only</td><td>002 - Medical Absence</td></tr> <tr> <td></td><td>003 - Deceased Student</td></tr> <tr> <td></td><td>004 - Expelled</td></tr> <tr> <td></td><td>005 - Withdrew</td></tr> <tr> <td></td><td>006 - Dropout</td></tr> <tr> <td></td><td>007 - Incarcerated</td></tr> <tr> <td></td><td>008 - Death in family</td></tr> <tr> <td></td><td>010 - Non-medical absence</td></tr> </table> </div>	Student Not Tested - LEP Testing		Student Not Tested - LEP only	001 - Homebound/Homebased (Medical)	Students Not Tested Reason - LEP only	002 - Medical Absence		003 - Deceased Student		004 - Expelled		005 - Withdrew		006 - Dropout		007 - Incarcerated		008 - Death in family		010 - Non-medical absence
Student Not Tested - LEP Testing																					
Student Not Tested - LEP only	001 - Homebound/Homebased (Medical)																				
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	004 - Expelled																				
	005 - Withdrew																				
	006 - Dropout																				
	007 - Incarcerated																				
	008 - Death in family																				
	010 - Non-medical absence																				

## Scheduling Setup Page

The next school indicator must be populated for “End of Year” process to move the student to the next school for the next school year.

### Scheduling Setup Field to be Populated for SCDE Data Collection

Display Name	Field Name	First Due Date
Next School Indicator	Next_School	QDC

Start Page→Student Selection→Scheduling Setup

Start Page > Student Selection > Scheduling Setup

### Scheduling Setup

Anderson, Chelsea 12 28081 CHS

**Required Settings**

Next Year Grade

Priority

Schedule This Student ☒

Year of Graduation

Summer School Indicator

Note for Summer School Admin   
80 characters left

Next School Indicator

**Optional Settings**

Next Year Campus/Building

Next Year House

Next Year Team

### Clarification of Term

<b>Next School Indicator</b> <i>(Next_School)</i> <i>[Students(1)]</i>	Select the school the student is expected to attend for the next school year.
--	---

## Schools / Schools Information Page

### Schools Information Fields to be Populated for SCDE Data Collection

It is important that the fields listed on the Schools Page are verified for accuracy each year, especially if the grade range has changed from the previous year. All fields should accurately reflect current information.

Display Name	Field Name	First Due Date
Exclude From State Reporting?	State_ExcludeFromReporting	Sep
Grades (lowest - highest)	Low_Grade	Sep
Grades (lowest - highest)	High_Grade	Sep
Is a Summer School	IsSummerSchool	Sep
Periods	Periods_Per_Day	Sep
Principal's Name	Principal	Sep
School Abbreviation	Abbreviation	Sep
School Address	SchoolAddress	Sep
School City	SchoolCity	Sep
School FAX Number	SchoolFax	Sep
School Name	Name	Sep
School Number	School_Number	Sep
School Phone Number	SchoolPhone	Sep
School Postal/Zip Code	SchoolZip	Sep
School State/Province	SchoolState	Sep
StatePrId (School number for SIF)	SIF_StatePRID	Sep

Edit School	
<b>School Information</b>	
School Name	Formal Name High School
School Abbreviation	FNHS (example: FHS)
Is a Summer School	<input type="checkbox"/> Checking this will allow the school to show up in the student "Summer School Indicator" drop-down and will change how the year term number is identified for years starting after July 1.
School Address (Full) (include school name)	Formal Name High School 2013 Fiscal Road MyTown, SC, 29000
School Address	2013 Fiscal Road
School City	MyTown
School State/Province	South Carolina
School Postal/Zip Code	29000
School County Name	My County in SC
School County Number	99
School Phone Number	803-999-9999
School FAX Number	803-999-9998
School Number (9 digit maximum)	20 (once entered, do not change later)
Alternate School Number	0 (leave as zero to use school number)
StatePrId (32 character maximum)	099 (Use only when SIF is enabled)
Exclude From State Reporting?	<input type="checkbox"/>

Verify the data values listed below for each current year. Grades (lowest to highest) MUST reflect the information your district provides to the Office of State and Federal Accountability each year for any changes or updates. Your contacts for these data fields are as follows:

Federal and State Accountability: Darlene Prevatt, 803-734-3477

Finance: Mellanie Jinnette, 803-734-3605

### Clarification of Terms

<b>School Name</b> (Name) [Schools(39)]	Verify/Enter the school's full name; for example, Apple Grove High School.
<b>School Abbreviation</b> (Abbreviation) [Schools(39)]	Verify/Enter the school's address. Ensure that any changes for a move to a new address is reflected.
<b>Is a Summer School</b> (IsSummerSchool) [Schools(39)]	Verify/Select the checkbox to indicate that this is a summer school.
<b>School Address</b> (SchoolAddress) [Schools(39)]	Verify/Enter the school's address. Ensure that any changes for a move to a new address is reflected.
<b>School City</b> (SchoolCity) [Schools(39)]	Verify/Enter the school's city.
<b>School State/Province</b> (SchoolState) [Schools(39)]	Verify/Select the school's state from the drop-down menu.
<b>School Postal/Zip Code</b> (SchoolZip) [Schools(39)]	Verify/Enter the school's postal/zip code.
<b>School Phone Number</b> (SchoolPhone) [Schools(39)]	Verify/Enter the school's phone number including area code.

<b>School FAX Number</b> (SchoolFax) [Schools(39)]	Verify/Enter the school's fax number including area code.
<b>School Number</b> (School_Number) [Schools(39)]	Verify/Enter the school's number. Once you enter this number, do not change it. Note: This is an assigned number from the SCDE. Check with the Office of Federal and State Accountability if you have any questions.
<b>StatePrid</b> (SIF_StatePrid) [Schools(39)]	Verify the seven-digit State ID has been entered. This field is used only when Schools Interoperability Framework (SIF) is enabled.
<b>Exclude From State Reporting?</b> (State_ExcludeFromReporting) [Schools(39)]	Verify/Select the checkbox to exclude this school from state reporting.
<b>Grades (lowest - highest)</b> (Low_Grade) [Schools(39)]	Verify/Select the lowest grade level at the school based on the official list provided to SCDE from your district. Only historical data in this range of grade levels is used for data such as cumulative GPAs, graduation, and credit..
<b>Grades (lowest - highest)</b> (High_Grade) [Schools(39)]	Verify/Select the highest grade level at your school based on the official list provided to SCDE from your district. Students at the highest level are affected by the end-of-year process.
<b>Principal's Name</b> (Principal) [Schools(39)]	Verify/Enter the name of the principal or director for this school. Check for accurate spelling.
<b>Days</b> (Days_Per_Cycle) [Terms(13)]	Review/Verify your bell schedule for the number of days in a cycle.
<b>Periods</b> (Periods_Per_Day) [Terms(13)]	Review your bell schedule for the number of periods each day.

## Sections Page

### Edit Section

Through PowerSchool, the SCDE collects class schedules for all public school students enrolled in schools throughout the state. For each class, the schedules include a teacher identifier and an activity code, which designates the grade level and subject area. Students **MUST** have accurate schedules that reflect each of their courses or activities in all grade levels, K-12, so that data reflect true information for our students and, in turn, for our schools. Districts are provided periodic reports to verify the accuracy of classroom level data.

Quarterly data collected through updates from each district and school to SCDE provide extracts of the core content subject classes that require an HQ teacher. The teacher identifier for each core class is matched to the separate HQ teacher file from the certification database to determine which core content classes are not taught by HQ teachers. Thus, information for each section should be verified for accuracy throughout the year since there often are many scheduling changes made for students for a variety of reasons. You **NEED TO VERIFY** the accuracy of the collected fields listed below each year:

### Section Fields to be Populated for SCDE Data Collection

Display Name	Internal Field Name	First Due Date
Course Number	Course_Number	Sep
District Where Taught	WhereTaughtDistrict	Sep
Exclude From Attendance	Exclude_ADA	Sep
Expression	Expression	Sep
Grade Scale	GradeScaleID	QDC1
Maximum Enrollment	MaxEnrollment	QDC1
School Where Taught	WhereTaught	Sep
Section Number	Section_Number	Sep
Section Number	Section_Number	Sep
Teacher	Teacher	Sep
Term	TermID	Sep
Instruction Type	InstrType	Sep
Is this section a homeroom?	Homeroom	Sep
FN	VSP_FirstName	Sep
LN:	VSP_LastName	Sep
MI:	VSP_MI	Sep
Single Gender	GenderRestricted	Sep
VSP Certification No.	VSP_CertNo	QDC1
VSP SSN**	VSP_SSN	

The following are fields stored internally that do not display on PS pages; they are collected during each upload as part of the identifying fields for student records: DCID, ID, DistrictCode, SchoolID, STUDENTID, SECTIONID, and TEACHERID.

Sort by number or name

MAT1100 Algebra  
mat1101 Algebra II  
SCI3000  
Anatomy/Physiology  
ENG3000 AP American Lit  
and Comp  
MAT3000 AP Calculus  
SOC3100 AP History  
ART9 Art  
Bac100 Bacon  
Appreciation  
18001 Band  
THR1000 Beginning  
Acting  
ART2100 Beginning  
Pottery  
SCI1000 Biology  
SCI3100 Botany  
MAT2100 Calculus  
MUS2000 Chamber  
Singers  
SCI2000 Chemistry 1  
SCI2100 Chemistry 2  
CS9 Computer  
CS1002 Computer  
Applications  
VOC1000 Computer  
Applications  
CS3000 Computer OS  
MUS1000 Concert Choir  
MAT1000 Consumer Math  
ENG3100 Creative Writing  
SOC2000 Current Affairs  
ART1100 Drawing and  
Design  
SCI1010 Earth Science  
ENG1000 English 1  
ENG2000 English 2  
ENG9 English Survey

Edit Section

Field	Value															
Course Name	Computer Applications															
Course Number	CS1002															
Term	Semester 1															
	Expression: 3(B)															
Schedule	<table> <tr> <th></th> <th>A</th> <th>B</th> </tr> <tr> <td>1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		A	B	1	<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>
	A	B														
1	<input type="checkbox"/>	<input type="checkbox"/>														
2	<input type="checkbox"/>	<input type="checkbox"/>														
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>														
4	<input type="checkbox"/>	<input type="checkbox"/>														
Teacher	Sullivan, Henrique J															
Room	210															
Section Number*	1															
Grade Level	0															
Current Enrollment	14															
Maximum Enrollment	25															
District Where Taught (Enter District ID if Taught At Different District. Otherwise, Leave Blank.)	0															
School Where Taught (Enter School ID if Taught At Different School. Otherwise, Leave Blank.)	0															
Dependent Sections (course.section, course.section, etc.)	2950															
Program (may be overridden by course setting)																
Record Attendance Using Attendance Mode	Meeting															
Record Attendance (only applicable if Record Attendance Using Attendance Mode includes Meeting)	<input checked="" type="radio"/> Once for All Meetings <input type="radio"/> Each Meeting Separately															
Exclude From Attendance (Optional: Use only to exclude this section from counting towards ADM/ADA for students.)	<input type="checkbox"/>															
Exclude From Storing Final Grades (Use for Sections that are not graded so blank records are not stored with final grades.)	<input type="checkbox"/>															
Grade Scale	Same as Course															
Exclude from GPA?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude															
Exclude from Class Rank?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude															
Exclude from Honor Roll?	<input checked="" type="radio"/> Same as course <input type="radio"/> Include <input type="radio"/> Exclude															

ART9 Art  
Bac100 Bacon  
Appreciation  
18001 Band  
THR1000 Beginning  
Acting  
ART2100 Beginning  
Pottery  
SCI1000 Biology  
SCI3100 Botany  
MAT2100 Calculus  
MUS2000 Chamber  
Singers  
SCI2000 Chemistry 1  
SCI2100 Chemistry 2  
CS9 Computer  
CS1002 Computer  
Applications  
VOC1000 Computer  
Applications  
CS3000 Computer OS  
MUS1000 Concert Choir  
MAT1000 Consumer Math  
ENG3100 Creative Writing  
SOC2000 Current Affairs  
ART1100 Drawing and  
Design

Section Type

House

Team

Close section at max

Maximum Load Status

Non-Exempt

SC Additional Section Information

Instruction Type

(blank) - Select One

Single Gender

Is this section a homeroom?

No

SectionID:

69

\* Section numbers must be unique among sections of the same course for a given school year.

Complete for SC Virtual School Program Instructor ONLY:

VSP Teacher Name

LN:

FN:

MI:

VSP Certificate No.

(ex: 123456)

VSP SSN

(Do not enter dashes or hyphens ex: 123456789)

v20120914.1

Delete

Submit

## Clarification of Terms

Note the following change for staff or teacher's SSN field:

<b>SSN</b> <i>(SSN)</i> <i>[Teachers(5)]</i>  <i>Note: Change for 2015-16</i>	<p>Enter the teacher's SSN ONLY if the teacher's certification number is not populated with a valid SC teaching certificate through the Office of Educator Services. The SSN will provide a field to match the teacher to his or her certification records for the purpose of verifying highly qualified status. These data values are used for "highly qualified" reporting.</p> <p>If you populate the StatePrid (SIF_StatePRID) field with a viable certification number issued by the Office of Educator Services (Licensure) for a teacher, then you do not need to populate the SSN field.</p> <p>If the teacher's certification number is not available, populate the SSN field temporarily until the StatePrid field can hold valid data. Immediately upon verifying the accuracy of data entry, remove the SSN.</p> <p>NOTE: Secure this page so that only staff with appropriate security levels may view the teacher data.</p>
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For students taking a course to complete graduation requirements through the Office of Virtual Education, the appropriate information must be completed for the virtual instructor so that your school will receive credit for highly qualified instructors as a part of the federal reports requiring these data. Enter the information for the custom fields for the SC Additional Section Information for sections specifically indicated:

- single gender
- instructional types for classes that are instructor led, online in-state, online out-of-state, distance learning , or SC Virtual Program as provided through Virtual Education
- VSP (Virtual School Program) teacher name -- last, first, middle initial
- VSP Certificate Number
- VSP SSN: **This field IS NO LONGER REQUIRED UNLESS the VSP Certificate Number is not available. Once the VSP Certificate Number is entered and verified for accuracy, then remove the VSP SSN data value from this field.**

SC Additional Section Information

Instruction Type: (blank) - Select One

Single Gender: ☐

Is this section a homeroom?: No

SectionID: 56

\* Section numbers must be unique among sections of the same course for a given school year.

Complete for SC Virtual School Program Instructor ONLY:

VSP Teacher Name: LN:  FN:  MI:

VSP Certificate No.:

VSP SSN:

v20110815.1

Delete Submit

<b>Course Name</b> <i>(Course_Name)</i> <i>[Courses(2)]</i>	Verify/edit the short title for the course or activity taught during this section.
<b>Course Number</b> <i>(Course_Number)</i> <i>[Sections(3)]</i>	Verify/edit the course or activity code for the section. This data value is used for "highly qualified" reporting.



<b>Term</b> (TermID) [CC4] and [Sections(3)]	Verify/edit the term in which this section is offered.
<b>Expression</b> (Expression) [Sections(3)]	Indicate the period and day during which this section is offered.
<b>Teacher</b> (Teacher) [Sections(3)]	Select the primary teacher for this section. This data value is used for “highly qualified” reporting.
<b>Section Number</b> (Section_Number) [CC4] and [Sections(3)]	Enter a section number for every active section for each current year’s master schedule. This data value is used for “highly qualified” reporting.
<b>Maximum Enrollment</b> MaxEnrollment [Sections(3)]	Set the highest number of students that can be enrolled in this section.
<b>District Where Taught</b> (WhereTaughtDistrict) [Sections(3)]	<p>If the section is taught in a different district, indicate that district by entering the district SID number (first four digits).</p> <p>Special note: Ensure that all sections of each particular CATE course taught at the career center have the first four digits of career center ID entered in the District Where Taught. Accurate SIDN numbers will allow the career center to be identified as teaching the particular course(s). The seven-digit SIDN (school identification number) is sometimes referred to as the BEDS code.</p>
<b>School Where Taught</b> (WhereTaught) [Sections(3)]	<p>If this section is taught at a location different from the student’s home school, enter the three digits for that school identification number (SIDN). You can reference all school numbers at this location:  <a href="http://ed.sc.gov/agency/ac/Federal-and-State-Accountability/Accreditation/">http://ed.sc.gov/agency/ac/Federal-and-State-Accountability/Accreditation/</a> .</p> <p>Special note: Ensure that all sections of each particular CATE course taught at the career center have the last three digits of career center ID entered in the School Where Taught field. Accurate SIDN numbers will allow the career center to be identified as teaching the particular course(s). The seven-digit SIDN (school identification number) is sometimes referred to as the BEDS code.</p>
<b>Exclude From Attendance</b> (Exclude_ADA) [Sections(3)]	Select only if this section is not included for attendance counts. Usually if a homeroom, study hall, or lunch period is formally scheduled, these would be marked to exclude from attendance.
<b>Grade Scale</b> GradeScaleID [Sections(3)]	<p>Ensure the correct Grade Scale is selected for this course section. Generally, the section is set as “Same as Course”; thus, you must ensure <u>the course information</u> accurately reflects the grade scale for the level of course offered. For high school courses note that AP, IB, Dual Credit, Honors, or College Prep are indicated.</p> <p>Note: Review the Uniform Grading Policy to determine if your sections meet grade scale requirements.</p>

<b>Instruction Type</b> <i>(InstrType)</i> <i>[S_SC_SEC_X]</i>  <b>(See Important Note)</b>	<p>Select the appropriate type of instruction for each section:</p> <ul style="list-style-type: none"> <li>• Default: (blank) – Select One</li> <li>• A – Instructor Led (The teacher is physically present in the classroom providing direct instruction to students.)</li> <li>• B – SC Virtual School Program (The teacher provides instruction to students through the SC Virtual School Program through the Office of eLearning.)</li> <li>• C – Online In-State (The teacher who provides “virtual” online instruction to students is in some capacity a part of a school/district /state entity for the state of South Carolina. This instruction type does not include offerings provided through the SC Virtual School Program.)</li> <li>• D – Distance Learning (The teacher provides instruction for students through a video/audio medium and may not be physically located in the classroom. For example, the teacher may be located physically at a television or other studio yet teaching several groups of students housed in different schools or districts.)</li> <li>• E – Online Out-of-State (The teacher who provides “virtual” online instruction to students is not a part of a school/district/state entity for the state of South Carolina.)</li> </ul> <p><b>Important Note: if the student is taking a class through Office of Virtual Education, select B -- “SC Virtual School Program” and complete VSP teacher information so that your school will receive appropriate credit for highly qualified instructors for these students.</b></p>
<b>Single Gender</b> <i>(GenderRestricted)</i> <i>[S_SC_SEC_X]</i>	<p>If this section populated with only one gender group – all male or all female – check this box.</p>
<b>Is this section a homeroom?</b> <i>_Homeroom)</i> <i>[S_SC_SEC_X]</i>	<p>If this section is a homeroom, check this box. Note: this data value displays on the SC08 report.</p>
<b>SC Virtual School Program Instructors</b>	<p>If this section is taught by an instructor through the Office of Virtual Education (EOVE), provide the information required – all instructors for the courses offered through this program are considered highly qualified instructors. Verify carefully against the current list of instructors you can request from the EOVE staff since one character difference will cause a mismatch.</p> <p><b>NOTE: You can request/receive each of these five values for any instructor from the Office of Virtual Education.</b></p>
<b>VSP Teacher Name</b> <b>LN:</b> <i>(VSP_lastname)</i> <b>FN:</b> <i>(VSP_firstname)</i> <b>MI:</b> <i>(VSP_mi)</i> <i>[S_SC_SEC_X]</i>	<p>VSP Teacher: LN...FN...MI – Accurately enter the instructor’s last name, first name and middle initial.</p>
<b>VSP Certification No.</b> <i>(VSP_CertNo)</i> <i>[S_SC_SEC_X]</i>	<p>VSP Certificate No.: Accurately enter and verify the instructor’s certificate number.</p>

<b>VSP SSN</b> <i>(VSP_SSN)</i> <i>[S_SC_SEC_X]</i>	VSP SSN: Accurately enter the instructor's Social Security Number. This field <b>IS NO LONGER REQUIRED UNLESS</b> the VSP Certificate Number is not available. Once the VSP Certificate Number is entered and verified for accuracy, then remove the VSP SSN data value from this field. NOTE: Secure this page so that only staff with appropriate security levels may view the teacher data.
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# South Carolina Student Information Page

## New Name, New Format

You will notice the changes for the previous South Carolina Additional Student Information page right away: a new name and a new design. The “new” South Carolina Student Information page displays the previous set of fields and fields that have been moved from the former “Student Supplemental Data Entry page to consolidate the SCDE student custom fields; as a result, there will NOT be a Student Supplemental page in PS beginning with 2015-2016 school year.

## Student Supplemental and Additional Student Information Pages Merged

The sections for the new SC Student Information page are as follows:

- English Proficiency with additional fields added for Language for Oral Communication and Language for Written Communication. The Primary Language can be entered on this page or the Other Info page.
- Special Education/504 Information
- Graduation Information
- Dropout Information
- Special Program Information (i.e. Migrant, Foster Home, Military, GT)
- Transportation with new fields for Transportation Mode AM and Transportation Mode PM. The Transportation Mode AM is relabeled from Transportation Needed.

## Other changes to note:

- The tabs are adjusted to reflect the one page.
- The Moved to School drop-down lists the new schools added, schools deleted, and school name changed for the 2015-16 school year.
- The State/Province - SC page links now reflect the SC Student Information page.
- The languages in the drop-down menus for Home Language, Primary Language, 1<sup>st</sup> Language Spoken, Language for Oral Communication and Language or Written Communication are updated. The languages are also updated in the drop-down menu for Primary Language on the Other Info page.
- The English Proficiency codes are updated: dropped codes 6 and 7 and added the following:
  - 6NE – Initially Proficient
  - 6P – 1<sup>st</sup> Year Exited
  - 7P – 2<sup>nd</sup> Year Exited

## Fields Moved from the Student Supplemental Page

- Diploma Earned
- Diploma Ordered
- Graduated School Nbr
- Graduated School Name
- Diploma Order Num
- Award Earned
- Award Ordered
- Scholarship Ordered – Changed to Scholarship Earned – Office of Accreditation request
- Date GED Earned: Month Year
- Foster Home
- 504 Plan
- Comp Health
- PE Compliance
- Ninth Grade Code
- G&T Qualified
- Retained Reason

**South Carolina Student Information**

Abercrombie, Morgan Elise 11 380010009905 ARHS

CATE Early Childhood 5K Readiness Scores SC Student Information Precode Transport Work-Based Learning

English Prof: 9 - English Speaker II Primary Language: (blank) - English

Birth Country: Select One Language for Oral Communication: (blank) - English

U.S. School Entry Date: MM/DD/YYYY Language for Written Communication: (blank) - English

1st Lang Spoken: (blank) - English Home Lang: (blank) - English

Birth Place: N. Charleston, SC

Instructional Setting: (blank) - Regular Ed - Full Yr True Grade: (blank) - Select One

Medicaid No: 504 Plan: PE Compliance:

Ninth Grade Code: 13 - 2012-2013 Diploma Type (for Transcript): F - State of SC Diploma

Diploma Ordered: Award Ordered:

Diploma Earned: Award Earned:

Diploma Order Number: Scholarship Ordered:

Graduation Date: MM/DD/YYYY Graduated School Number and Name: 0 -

Dropout Reason: No Show Reason:

Dropout Date: MM/DD/YYYY GED Earned:

Moved To District: Moved To School:

Retained Reason:

Migrant\*: ☐ \*An SEA reviewed and approved Certificate of Eligibility is required for Migrant students. See PowerSchool Data Collection Manual with Specific Fields Defined.

Foster Home: Advisor: Connor, Sean

School of Residence: 027 Parent Military Status: (blank) - Neither Parent nor Guardian is serving in any military service

G&T Qualified: A - GTA - G & T Academic

Title I Assistance: Title I Math: Title I ELA:

This section is for District use only

Transportation Mode: Select One  
AM  
A - AM Bus Only  
B - AM&PM Bus  
C - POV (Car Rider)  
D - Daycare Provides  
P - PM Bus Only  
W - Walker  
Y - Bicycle

Transportation Mode PM: Select One

Bus 1: 068

Bus 2: Grid Code:

SC County:

Submit

## SC Student Information Fields to be Populated for SCDE Data Collection

Table: S\_SC\_STU\_X

Fields marked with a **blue asterisk (\*)** are collected reporting purposes; other fields are necessary for school and district information:.

Display Name	Internal Field Name	Size	First Due Date
English Prof*	Engl_Prof		Sep
Primary Language*	primarylanguage		QDC1
Birth Country*	Student_BirthCntry		QDC1
Language for Oral Communication*	Oral_Commun_Lang		QDC1
US Sch Entry Date*	USSchEntryDate		QDC1
Language for Written Communication*	Written_Commun_Lang		QDC1
1st Lang Spoken*	First_Lang_Spoken		Aug
Home Lang*	HomeLang		QDC1
Instructional Setting*	InstrSetting		Sep
True Grade*	truegrade		Sep
Medicaid No*	MedicaidID		Aug
504 Plan*	Plan504Code		QDC1
Comprehensive Health*	CompHealthEdCode	2	Sep
PE Compliance*	PECompCode		Sep

Ninth Grade Code (9GR)*	NinthGradeCode		QDC1
Diploma Type*	Diploma_Type		QDC1
Diploma Ordered	DiplomaOrdCode		QDC1
Award Ordered	AwardOrdCode		QDC1
Diploma Earne*	DiplomaEarnedCode		QDC1
Award Earned	AwardEarnCode		QDC1
Graduation Date*	GradDate		QDC1
Graduated School Nb*	Graduated_SchoolID		Sep
Graduated School Name*	Graduated_SchoolName		Sep
Dropout Reason*	Dropout_Reason		Sep
No Show Reason*	NoShow_Reason		Sep
Dropout Date*	Dropout_Date		Sep
Date GED Earned (Year)*	YRGED_Earned		QDC1
Date GED Earned (Month)*	MOGED_Earned		QDC1
Moved To District*	Moved_To_District		QDC1
Moved To School*	Moved_To_School		QDC1
Retained Reason*	RetainReasonCode		QDC1
Migrant*	Migrant		QDC1
Foster Home*	Foster_Home		QDC1
Advisor	Advisor		District
School of Residence	SchoolRes		Aug
Parent Military Statu*s	ParentsMilitaryStatus		QDC1
G&T Qualified	GT_Qualified		QDC1
Title I Assistance*	Title1AsstTypeCode		QDC1
Title I ELA*	Title1ReadInd		QDC1
Title I Math*	Title1MathInd		QDC1
Transportation Mode AM* PK4 only	Trans_Mode_AM		District
Transportation Mode PM* PK4 only	Trans_Mode_PM		District
SC County	County		District
Grid Code	GridCode		District

## Clarification of Terms

<b>English Prof</b> <i>(Engl_Prof)</i> <i>[S_SC_STU_X]</i>	<p>Every student enrolled in PowerSchool must have an English Proficiency (English Prof) code. This English Prof field indicates the student's proficiency level in English. Use only the following approved ESL codes:</p> <ul style="list-style-type: none"> <li>• Blank – Select a Value</li> <li>• 1.0-1.9 – Pre-functional</li> <li>• 2.0-2.9 – Beginner</li> <li>• 3.0-3.9 – Intermediate</li> <li>• 4.0-4.9 – Advanced</li> <li>• 5.0-5.9 – Initially Proficient</li> <li>• <b>6NE – Initially Proficient</b></li> <li>• <b>6P – Initially Proficient</b></li> <li>• <b>7P – 2nd Year Exited (+)</b></li> <li>• 8 – English Speaker I</li> <li>• 9 – English Speaker II</li> <li>• A – Pre-Functional – Waiver</li> <li>• B – Beginner – Waiver</li> <li>• C – Intermediate – Waiver</li> <li>• D – Advanced – Waiver</li> <li>• E – Fluent – Waiver</li> <li>• X – Student Missed Annual ELD Assessment</li> </ul> <p><b>Note: Reference Appendix B in this guide for more complete definitions.</b></p> <p>Additional notes to consider:</p> <ol style="list-style-type: none"> <li>1. Valid English Prof codes are 1-9, A-E, and X. NOTE: The majority of English Prof 9's (native English speaker) will have a blank First Language Spoken field value.</li> <li>2. A blank English Prof field is equivalent to English.</li> <li>3. A blank Birth Country and US Sch Entry Date field value is equivalent to the United States.</li> <li>4. An ESOL and ELLI entry in Special Programs should not be present for a student with an English Prof code of 9.</li> <li>5. Students born in the United States should not have a US Sch Entry Date or Birth Country.</li> </ol> <p>For immigrant students from English-speaking countries, the English Prof code is 9 and the US School Entry Date (US Sch Entry Date) and Birth Country fields must have values.</p>
<b>Primary Language Code</b> <i>(primarylanguage)</i> <i>[S_SC_STU_X]</i>	<p>Enter the primary language in which student is most fluent. Use only those language codes that have been standardized by the SCDE.</p> <p><b>Note: Reference Appendix E for the complete alphabetically listed table of Language Codes which include all languages and dialects added for 2015-16.</b></p>

**Birth Country**  
(Student\_BirthCntry)  
[S\_SC\_STU\_X]

Select a birth country for eligible students only; that is, students who meet these criteria:

1. Not born in the US
2. Returned to the US and entered a US school for the first time.

If you populate the field US Sch Entry Date (the date a student first entered a US school) field, then select the birth country from which the student came. Also use this field for students born in US territories (e.g. Puerto Rico, etc.) AND for students born in the US, but who were returned to their family's home country before entering US Schools. Use the US territories selection on the drop down menu for these students. In these cases only (born in a foreign country, born in a US territory), would a US Schools entry date also be entered.

Select One	BF054 - Burkina Faso	AG226 - Equatorial Guinea	IE372 - Ireland
AG004 - Afghanistan	BF056 - Burundi	IE3232 - Eritrea	IL376 - Israel
AG006 - Albania	KH116 - Cambodia	EE233 - Estonia	IT230 - Italy
AG012 - Algeria	CM120 - Cameroon	ET231 - Ethiopia	GD304 - Ivory Coast
AG020 - Andorra	CA124 - Canada	FO234 - Fiji	JA358 - Jamaica
AG024 - Angola	CV132 - Cape Verde Islands	FI246 - Finland	JP392 - Japan
AG010 - Antigua	AG136 - Cayman Islands	FR250 - France	JO400 - Jordan
AG025 - Antigua & Barbuda	CF140 - Central African Rep.	GA280 - Gabon	KZ506 - Kazakhstan
AG032 - Argentina	TD148 - Chad	GM270 - Gambia	KE444 - Kenya
AG031 - Armenia	CL152 - Chile	GE266 - Georgia	KR296 - Kiribati
AG033 - Aruba	CN156 - China	DE276 - Germany	NP428 - Korea, North
AG030 - Australia	CO170 - Colombia	GH280 - Ghana	KR410 - Korea, South
AG040 - Austria	CM174 - Comoros	GR300 - Greece	KW414 - Kuwait
AG031 - Azerbaijan	CG180 - Congo, Democratic Republic of	AG304 - Greenland	KG417 - Kyrgyzstan
AG044 - Bahamas	CG178 - Congo, Republic of	GD306 - Grenada	LA418 - Laos
BN048 - Bahrain	CK184 - Cook Islands	GT320 - Guatemala	LV428 - Latvia
BD050 - Bangladesh	CR188 - Costa Rica	GN234 - Guinea	LB422 - Lebanon
BB052 - Barbados	HR194 - Croatia	GM242 - Guinea-Bissau	LS426 - Lesotho
BY112 - Belarus	CU192 - Cuba	GY236 - Guyana	LR430 - Liberia
BE056 - Belgium	CY196 - Cyprus	HT332 - Haiti	LR434 - Libya
BC064 - Belize	CZ200 - Czech Republic	BA370 - Herzegovina	LI438 - Liechtenstein
AG064 - Benin	DK208 - Denmark	HN440 - Honduras	LT440 - Lithuania
BM060 - Bermuda	DJ202 - Djibouti	HU344 - Hungary	LU442 - Luxembourg
BT064 - Bhutan	DM212 - Dominica	IN352 - Iceland	MK050 - Macedonia
BO066 - Bolivia	DO214 - Dominican Republic	IN356 - India	MG450 - Madagascar
BO072 - Botswana	TY226 - East Timor	ID400 - Indonesia	ML454 - Malawi
BR076 - Brazil	EC218 - Ecuador	IR404 - Iran	MD462 - Maldives
BN096 - Brunei Darussalam	EG215 - Egypt	IQ408 - Iraq	ML466 - Mali
BG100 - Bulgaria	SV222 - El Salvador	IE372 - Ireland	MT470 - Malta
BF054 - Burkina Faso	AG226 - Equatorial Guinea		
MT470 - Malta	PT160 - Portugal	SY760 - Syria	
MR476 - Mauritania	QA204 - Qatar	TW158 - Taiwan	
MX440 - Mauritius	RU206 - Returned To US	TJ202 - Tajikistan	
MX484 - Mexico	RO442 - Romania	TZ204 - Tanzania	
FM463 - Micronesia	RU463 - Russia	TH204 - Thailand	
MD496 - Moldova	RW466 - Rwanda	TG206 - Togo	
MC492 - Monaco	WS662 - Samoa	TG276 - Tonga	
MN496 - Mongolia	ST678 - Sao Tome & Principe	TT280 - Trinidad & Tobago	
MA504 - Morocco	SA682 - Saudi Arabia	TR286 - Tunisia	
MO408 - Mozambique	SN496 - Senegal	TR292 - Turkey	
MM410 - Myanmar	SC600 - Seychelles	TM796 - Turkmenistan	
NA516 - Namibia	SL604 - Sierra Leone	ZY906 - US Territory	
NR520 - Nauru	SG702 - Singapore	UG000 - Uganda	
NP524 - Nepal	SK703 - Slovakia	UA004 - Ukraine	
NE528 - Netherlands	SI705 - Slovenia	AE754 - United Arab Emirates	
NE530 - Netherlands Antilles	SO600 - Solomon Islands	GB626 - United Kingdom	
NE534 - New Zealand	SO706 - Somalia	ZY996 - Unlisted Foreign Country	
NE556 - Nicaragua	ZA710 - South Africa	UY156 - Uruguay	
NE562 - Niger	ES724 - Spain	UZ880 - Uzbekistan	
NO566 - Nigeria	LK144 - Sri Lanka	VU548 - Vanuatu	
NO578 - Norway	KN650 - St. Kitts, Nevis and Anguilla	VE862 - Venezuela	
OM612 - Oman	LC662 - St. Lucia	VN704 - Vietnam	
PK036 - Pakistan	VC670 - St. Vincent and Grenadines	VG902 - Virgin Is., British	
PE000 - Palestine	SD736 - Sudan	EH732 - Western Sahara	
PA091 - Panama	SR740 - Suriname	YE887 - Yemen	
PG506 - Papua New Guinea	SE748 - Swaziland	UY891 - Yugoslavia	
PY000 - Paraguay	SE752 - Sweden	ZM894 - Zambia	
PE004 - Peru	CH756 - Switzerland	ZW216 - Zimbabwe	
PH408 - Philippines			
PL416 - Poland			

NOTE: The option RTN-US has been added to the dropdown list for Birth Country. Select RTN-US and enter the correct date in the US Sch Entry Date field. Students in this specific circumstance might qualify for the first-year AYP exemption. The Title III office will closely scrutinize students in this category to ensure that the RTN-US code is not misused.

**Language for Oral Communication**  
(Oral\_Communic\_Lang)  
[S\_SC\_STU\_X]

Indicate the Oral Communication Language for the student's family.

Note: Reference Appendix E for the complete alphabetically listed table of Language Codes which include all languages and dialects added for 2015-16.



<b>US Sch Entry Date</b> <i>(USSchEntryDate)</i> <i>[S_SC_STU_X]</i>	<p>Enter the first date (mm/dd/yyyy) the student enrolled in a school in the United States whether he or she was born in a foreign country, a US territory, or returned to the US. A student born in the US whose parents are from a different country/territory is sometimes moved back to that country for several years and then returned to the US. The expectation for this student is he or she is enrolled in a US school based on birthdate (DOB); for example, a pupil must be six (6) years of age on or before September 1 of the current school year in order to be admitted to the first grade.</p> <p>You must enter the student's earliest date he or she initially enters any US school. This first date does not change as students enter, exit, and re-enter US schools. For example, Juan was born in the US, and entered a US school for the first time on October 3, 2001. He stayed in school for six months and then returned to Mexico. Six months later he returned to a US school. His US School Entry Date remains October 3, 2001.</p> <p>See note for Birth Country - RTN-US (Return to US selection).</p>
<b>Language for Written Communication</b> <i>(Written_Communic_Lang)</i> <i>[S_SC_STU_X]</i>	<p>Indicate the Written Communication Language for the student's family.</p> <p>Note: Reference Appendix E for the complete alphabetically listed table of Language Codes which include all languages and dialects added for 2015-16.</p>
<b>1st Lang Spoken</b> <i>(First_Lang_Spoken)</i> <i>[S_SC_STU_X]</i>	<p>If the English Prof code is 1–8 or A–D, then the First Language Spoken field must have a valid value other than English. Select from the drop-down list the first language the student spoke. Use only those language codes that have been standardized by the SCDE:</p> <p>Note: Reference Appendix B in this guide for more complete definitions.</p> <p>Note: Reference Appendix E for the complete alphabetically listed table of Language Codes which include all languages and dialects added for 2015-16.</p>
<b>Home Lang</b> <i>(HomeLang)</i> <i>[S_SC_STU_X]</i>	<p>Select from the drop-down box the primary language spoken by the student when he is at home. The list of choices is the same as for 1st Lang Spoken.</p> <p>Note: Reference Appendix E for the complete alphabetically listed table of Language Codes which include all languages and dialects added for 2015-16.</p>

<b>Instructional Setting</b> <i>(SC_InstrSetting)</i> <i>[S_SC_STU_X]</i>	<p>Select one of the choices below. The IS field indicates that the student is currently receiving special education services and has an Individualized Education Program (IEP) in effect. This field will be used by the Office of Exceptional Children, Research and Data Analysis, and Finance for reporting purposes.</p> <ul style="list-style-type: none"> <li>• (blank) - Regular Ed - Full Yr</li> <li>• 504 - 504 Plan - Full Yr</li> <li>• SE - Special Ed - Full Yr</li> <li>• SR - Currently SE, was Reg Ed</li> <li>• SP - Currently SE, was 504 Plan</li> <li>• RS - Currently Reg Ed, was SE</li> <li>• RP - Currently Reg Ed, was 504 Plan</li> <li>• PR - Currently 504 Plan, was Reg Ed</li> <li>• PS - Currently 504 Plan, was SE</li> </ul> <p>NOTE: If SE, SR, SP, RS, or PS – Special Ed is selected and the student is physically located at a school that does not include his/her true grade level, then you will also need to complete the “True Grade” field located on this same page. (See note for True Grade below.)</p> <p>Beginning with the 2013–14 school year, the SCDE uses the “Instructional Setting” field in all federal and state reporting and accountability. This includes use of the <b>IS</b> field for Elementary and Secondary Education Act (ESEA) reporting and state Report Cards.</p> <p>The SCDE will use the “Instructional Setting” field in PowerSchool as the primary identifier of students in the <u>students with disabilities</u> (SWD) subgroup. The EFA field will be used, for a transitional period, as a secondary resource for this subgroup identification. This will ensure all children receiving special education as covered by the IDEA are included in the SWD subgroup. For example, students with disabilities who require minimal special education services, and therefore do not meet the minimum required minutes of services for EFA under a disability classification, would be omitted from the SWD subgroup using the EFA field alone. Identification through the appropriate codes in “Instructional Setting” will enable the SCDE to better capture and report valid and reliable data.</p>
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<b>True Grade</b> <i>(SC_truegrade)</i> <i>[S_SC_STU_X]</i>	<p>Some special programs to which students are assigned are offered at physical or virtual locations different from the student's home school; therefore,when grade levels for the other location cannot correctly indicate true grade level,select the value for the student's "True Grade" from the drop-down list.</p> <p>That is, populate the True Grade field ONLY for those students who are receiving special education services at a school location that does not include his or her grade level in the grade range for entry in the Grade Level field.</p> <p>True Grade levels from which to select:</p> <table border="1" data-bbox="717 380 1221 1297"> <thead> <tr> <th>Option Value</th><th>Grade Level</th></tr> </thead> <tbody> <tr> <td>value=""&gt; (blank)</td><td>None selected</td></tr> <tr> <td>-2</td><td>PK3</td></tr> <tr> <td>-1</td><td>PK4</td></tr> <tr> <td>0</td><td>K</td></tr> <tr> <td>1</td><td>1</td></tr> <tr> <td>2</td><td>2</td></tr> <tr> <td>3</td><td>3</td></tr> <tr> <td>4</td><td>4</td></tr> <tr> <td>5</td><td>5</td></tr> <tr> <td>6</td><td>6</td></tr> <tr> <td>7</td><td>7</td></tr> <tr> <td>8</td><td>8</td></tr> <tr> <td>9</td><td>9</td></tr> <tr> <td>10</td><td>10</td></tr> <tr> <td>11</td><td>11</td></tr> <tr> <td>12</td><td>12</td></tr> <tr> <td>AE</td><td>Adult Ed</td></tr> <tr> <td>Z1</td><td>1st yr after 12th Grade</td></tr> <tr> <td>Z2</td><td>2nd yr after 12th Grade</td></tr> <tr> <td>Z3</td><td>3rd yr after 12th Grade</td></tr> <tr> <td>Z4</td><td>4th yr after 12th Grade</td></tr> </tbody> </table>	Option Value	Grade Level	value=""> (blank)	None selected	-2	PK3	-1	PK4	0	K	1	1	2	2	3	3	4	4	5	5	6	6	7	7	8	8	9	9	10	10	11	11	12	12	AE	Adult Ed	Z1	1st yr after 12th Grade	Z2	2nd yr after 12th Grade	Z3	3rd yr after 12th Grade	Z4	4th yr after 12th Grade
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Z2	2nd yr after 12th Grade																																												
Z3	3rd yr after 12th Grade																																												
Z4	4th yr after 12th Grade																																												
<b>Medicaid No</b> <i>(MedicaidID)</i> <i>[S_SC_STU_X]</i>	<p>Enter the assigned number for students who receive Medicaid services. The Department of Health and Human Services assigns specific students a permanent Medicaid number.</p> <p><b>Important Note:</b> Your district could lose funding for students through the federal and state resources if you fail to populate this field correctly.Contact the Office of Medicaid, 803-734-3698 for questions concerning this information.</p>																																												

<p><b>Comp Health</b>  <i>(CompHealthEdCode)</i>  <i>[S_SC_STU_X]</i></p>	<p>Select the appropriate Comprehensive Health Education (CHE) status for each student based on the following choices:</p> <ul style="list-style-type: none"> <li>• 01 Yes, requirement met (In a separate health course)</li> <li>• 02 Yes, except for written exempt (Requirement met in a separate health course except for written exemption from sexuality instruction)</li> <li>• 03 Yes, integrated units (Requirement met with health integrated into another subject area)</li> <li>• 04 Integrated units, exempt (Requirement met with health integrated into another subject area except for written exemption from sexuality instruction)</li> <li>• 05 No, requirement not met</li> </ul> <p>The specific content and time required for CHE instruction for students is required by the Comprehensive Health Education Act (Chapter 32, Section 59-32-5 through section 59-32-90 of the SC Code of Laws). Districts and schools are held accountable for providing this instruction.</p> <p>The time required for health instruction for shall not be less than that required by the SDE Defined Minimum Program dated 1986-87as follows:</p> <ol style="list-style-type: none"> <li>1. Students in grades K-5 must receive 75 minutes per week or the equivalent totaling 37.5 hours pers year.</li> <li>2. Students in grades 6-8 must receive 250 minutes per week for nine weeks or the equivalent totaling 45 hours per year.</li> <li>3. Students in grades 9-12 must receive one time instruction in 11 health education topics (as outlined in R-43-238), plus a minimum of 750 minutes of reproductive health, pregnancy prevention and STI instruction.</li> </ol> <p>The South Carolina Department of Education (SCDE) is mandated to ensure compliance with the CHE Act and schools are required to report annually. The options for meeting the requirement in a separate course or integrated units are specifically stated in the law. The option of written parent exemption from the sexuality portion of instruction is clearly permitted in the law.</p> <p>For questions you may have about students meeting requirements by grade range, contact Christine Beyer in the Office of Standards and Learning, <a href="mailto:cbeyer@ed.sc.gov">cbeyer@ed.sc.gov</a> or 803-734-2782.</p>
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<p><b>PE Compliance</b>  <i>(PECompCode)</i>  <i>[S_SC_STU_X]</i></p>	<p>Select the most appropriate answer for this question: Did the student receive instruction in compliance with the High School Physical Education Course of Study law?</p> <ul style="list-style-type: none"> <li>• 01 – Yes, Personal Wellness / Lifetime Fitness (One semester of personal fitness and wellness, and one semester of lifetime fitness received.)</li> <li>• 02 – No, 1 Sem of Personal Wellness (Only one semester of personal fitness and wellness received.)</li> <li>• 03 – No, 1 Sem of Lifetime Fitness (Only one semester of lifetime fitness received.)</li> <li>• 04 – No, Neither Received</li> <li>• 05 – No, ROTC Equivalent</li> <li>• 06 – No, Medical or Religious Exemption</li> <li>• 07 – No, Adaptive Physical Education</li> <li>• 08 – No, IEP Exemption</li> </ul> <p>Note: In previous years IEP was combined with Medical or Religious Exemption; <u>you now have two separate selections. See Answer Codes 06 and 08.</u></p> <p>COMPLIANCE WITH THE HIGH SCHOOL PHYSICAL EDUCATION COURSE OF STUDY, SC Code of Laws – Chapter 32, Section 59-29-100:</p> <p style="padding-left: 40px;">Supervision of administration of physical education program by State Superintendent of Education.</p> <p>The State Superintendent of Education shall supervise the administration of Section 59-29-80 and shall prescribe the necessary course or courses in physical education, training, and instruction. Beginning with school year 1995-96, the required physical education course in the secondary schools shall occur over two semesters. For one semester, a personal fitness and wellness component must be taught and for one semester a lifetime fitness component must be taught either over the semester or in two nine-week divisions. The State Board of Education is authorized to promulgate regulations and prepare or cause to be prepared, published, and distributed a manual of instruction, courses of study, or other matters as it considers necessary or suitable to carry out the provisions of this section.</p> <p>Rationale -- The Superintendent and the State Board of Education are specifically mandated in the law to ensure compliance with the high school physical education requirement.</p> <p>For questions you may have about students meeting PE requirements by grade range, contact Christine Beyer in the Office of Standards and Learning, <a href="mailto:cbeyer@ed.sc.gov">cbeyer@ed.sc.gov</a> or 803-734-2782.</p>
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<b>Ninth Grade Code (9GR)</b> <i>(NinthGradeCode)</i> <i>[S_SC_STU_X]</i>	<p>Choose the code to indicate <u>the school year in which the student first enrolled in grade 9</u>. The data are used to determine which students are to be included in HSAP analyses and which students are to be used in the calculation of graduation rates for a particular year.</p> <ol style="list-style-type: none"> <li>1. If the student was enrolled in grade 9 for only one semester during a school year, the student should be coded as enrolled.</li> <li>2. If the student first enrolled in grade 9 in another school or another school district, the student should be coded as enrolled.</li> <li>3. If the student skipped grade nine, code the school year in which the student first enrolled in grade 10.</li> </ol> <p>There are exceptions for each grade level and year based on retentions for students. Please note exceptions and ensure accurate coding for those students.</p> <ul style="list-style-type: none"> <li>• 01 – 2000-2001</li> <li>• 02 – 2001-2002</li> <li>• 03 – 2002-2003</li> <li>• 04 – 2003-2004</li> <li>• 05 – 2004-2005</li> <li>• 06 – 2005-2006</li> <li>• 07 – 2006-2007</li> <li>• 08 – 2007-2008</li> <li>• 09 – 2008-2009 (→PowerSchool implementation began in SC)</li> <li>• 10 – 2009-2010</li> <li>• 11 – 2010-2011</li> <li>• 12 – 2011-2012</li> <li>• 13 – 2012-2013</li> <li>• 14 – 2013-2014</li> <li>• 15 – 2014-2015</li> <li>• 16 – 2015-2016</li> <li>• 17 – 2016-2017</li> <li>• 18 – 2017-2018</li> <li>• 19 – 2018-2019</li> <li>• 20 – 2019-2020</li> </ul> <p><b>Note: Do not edit previous years' records without contacting the Office of Research and Data Analysis.</b></p>
<b>Diploma Type (for transcript)</b> <i>(Diploma_Type)</i> <i>[S_SC_STU_X]</i>	<p>Enter the type of diploma the student is currently seeking or has earned upon meeting graduation requirements. <b>The value in this field prints on both SC Final and Work in Progress transcript object reports.</b></p> <p>The following are the only diploma type codes/descriptions standardized by SCDE.</p> <ul style="list-style-type: none"> <li>• F – State of SC Diploma</li> <li>• H – State of SC Certificate</li> <li>• N – District Non-Diploma Document</li> </ul>

<b>Diploma Ordered</b> <i>(DiplomaOrdCode)</i> <i>[S_SC_STU_X]</i>	<p>Select the most appropriate form(s) at the time you collect counts for ordering your diplomas and certificates. The Office of Federal and State Accountability coordinates the ordering of high school diplomas, State certificates, and Academic Honors Awards.</p> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• F – State of SC Diploma</li> </ul> <p>The student must (1) complete a minimum of 24 units of credit as prescribed and (2) meet the standard on all subtests of the exit examination.</p> <p>The prescribed unit requirements for a state high school diploma are as follows:</p> <ul style="list-style-type: none"> <li>▪ English/language arts – 4</li> <li>▪ math – 4</li> <li>▪ physical education or JROTC (Junior Reserve Officer Training Corps) – 1</li> <li>▪ U.S. History – 1</li> <li>▪ economics – .5</li> <li>▪ U.S. Government –.5</li> <li>▪ other social studies – 1</li> <li>▪ science – 3</li> <li>▪ computer science (including keyboarding) – 1</li> <li>▪ foreign language or career and technology education – 1</li> <li>▪ electives – 7</li> </ul>
<b>Diploma Earned</b> <i>(DiplomaEarnedCode)</i> <i>[S_SC_STU_X]</i>  <i>Note the change for selections:</i> <i>ACT 155, 2014-15</i>	<p>Select the appropriate dropdown value for the student based on the following choices:</p> <ul style="list-style-type: none"> <li>• Blank –[default]</li> <li>• F – State of SC Diploma</li> <li>• N – District Non-diploma Award</li> <li>• X – Did not meet requirements to graduate</li> </ul> <p>Note: When you populate this field on the <b>SC Student Information</b> page with the code F, N, or X, the code selected is automatically populated for the Diploma Earned field on the CATE page. Historically, there was a code of H used prior to Act 155 changes.</p>
<b>Award Earned</b> <i>(AwardEarnCode)</i> <i>[S_SC_STU_X]</i>	<p>Enter the Award document earned by the student.</p> <ul style="list-style-type: none"> <li>• Blank – None [default]</li> <li>• J – Academic Honors</li> </ul>
<b>Scholarship Ordered</b> <i>(ScholarshipOrdCode)</i> <i>[S_SC_STU_X]</i>	<p>Certificates of recognition are no longer being offered for scholarships.  <b>DO NOT select K – Life, L – Palmetto Fellows or M – Life &amp; Palmetto</b>  <b>The SCDE no longer collects this information.</b></p>
<b>Graduation Date</b> <i>(GradDate)</i> <i>[S_SC_STU_X]</i>	<p>Enter the Student's Graduation Date using this format: mm/dd/yyyy which prints on both the SC Final and Work in Progress transcript object reports for the Graduation Date information.</p> <p>You will also note this date is collected for the Diploma Ordering System (DOT) for ordering diplomas for you graduating students.</p> <p>Of course this date is a projected date for students in grades K-11. Verify/Edit the values for the senior class members as soon as the your district or school calendar is finalized.</p>

<b>Graduated School Nbr</b> <i>(Graduated_SchoolID)</i> <i>[S_SC_STU_X]</i>	<p>Verify the number (3-digit school code) for the school from which the student completed graduation requirements and received a high school diploma. Displaying this value for this field on this page provides better access to users who need to know/report the ID for the school last attended by the graduate. Once the PowerSchool end of year process is run, the student becomes a member of the PS Graduated Students School based on the setting “99” as the next school year.</p>
<b>Graduated School Name</b> <i>(Graduated_SchoolName)</i> <i>[S_SC_STU_X]</i>	<p>Verify the name for the school from which the student completed graduation requirements and received a high school diploma. This name is automatically populated during the End of Year Process and is based on the school name from which the student graduated.</p>
<b>Dropout Reason</b> <i>(Dropout_Reason)</i> <i>[S_SC_STU_X]</i>	<p><i>{Student Intervention Services: Aveene Coleman, 803-734-3057}</i></p> <p>Use the W36 Withdrawal Code (see student menu &gt; Enrollment Section &gt; Functions &gt; Transfer Out of School) for all students who are identified as dropouts. These students <u>must receive both a Dropout Reason and Dropout Date</u>. (See <i>Policies for Dropout Data Collection</i> on the web page for this office.).</p> <ul style="list-style-type: none"> <li>• Blank – blank</li> <li>• 20 – Status Unknown</li> <li>• 23 – Transfer to Adult Ed</li> <li>• 26 – Pregnancy</li> <li>• 27 – Proprietary/Trade School - No Educ. Prog</li> <li>• 29 – Pursue Job</li> <li>• 30 – Military Service - No Educ. Program</li> <li>• 32 – Adult Correctional Facility-No Educ Prog</li> <li>• 33 – Expelled / Did Not Return</li> <li>• 37 – Poor Attendance</li> <li>• 38 – Because of Age</li> <li>• 39 – To get Married</li> <li>• 40 – Low or Failing Grades</li> <li>• 41 – Emancipated by Courts</li> <li>• 42 – Suspended / Did Not Return</li> <li>• 43 – Hospital - No Educ.</li> <li>• 44 – Rehabilitative Facility - No Educ.</li> </ul> <p>Note: Contact the Office of Student Intervention Services for programmatic questions you may have</p>



<b>NoShow Reason</b> <i>(NoShow_Reason)</i> <i>[S_SC_STU_X]</i>	<p>Indicate the reason for the student “no showing” <u>on the first day of the new school year</u> by selecting one of the following:</p> <ul style="list-style-type: none"> <li>• N10 – Transfer/In-District</li> <li>• N11 – Transfer/Out-of-District</li> <li>• N12 – Transfer/Out-of-State</li> <li>• N13 – Transfer/Adult Ed-GED</li> <li>• N14 – Transfer/Adult Ed-Diploma</li> <li>• N15 – Transfer/Adult Ed-Other</li> <li>• N16 – Early Graduate</li> <li>• N17 – Home Schooled</li> <li>• N18 – Foreign Exchange</li> <li>• N19 – Retained at Previous School</li> <li>• N20 – Deceased</li> </ul> <p>Note: Students who were enrolled to attend this school during the enrollment period (spring through summer) were assigned the start date as the first day for the new school year. Should the student or parent of the student withdraw his/her enrollment, you will need to No-Show the student by withdrawing the student on this same start date and selecting the reason for this field.</p> <p>Failure to “NO-SHOW” a student who does not attend school on the first day of the new school year will negatively impact enrollment and re-enrollment data for reporting membership and attendance for students.</p> <p>Contact the Office of Research and Data Analysis with programmatic questions you may have about NO-SHOW students.</p>
<b>Dropout Date</b> <i>(Dropout_Date)</i> <i>[S_SC_STU_X]</i>	<p>For the Dropout Date field, enter the date (mm/dd/yyyy) on which the student became a dropout – usually the first date of non-attendance.</p> <p>*NOTE: The Office of Student Intervention Services may need to update the requirements for dropout data and present the changes during the annual training workshops based on any federal or state regulations. Always check the office web pages for any updates.</p>
<b>Date GED Earned (Year)</b> <i>(YRGED_Earned)</i> <i>[S_SC_STU_X]</i>	<p>Enter the year (YYYY) the student earned his/her GED through the Adult Ed Program. This is a new field for 2013-14.</p>
<b>Date GED Earned (Month)</b> <i>(MOGED_Earned)</i> <i>[S_SC_STU_X]</i>	<p>Enter the month (MM) the student earned his/her GED through the Adult Ed Program. This is a new field for 2013-14.</p>

**Moved To District**

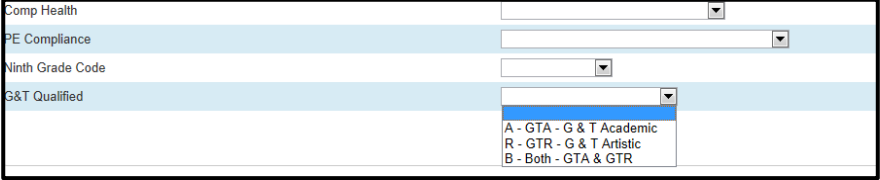
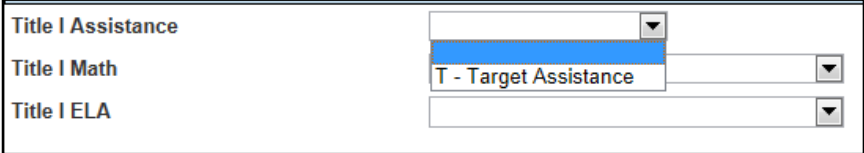
(Moved\_To\_District)  
[S\_SC\_STU\_X]

In the case of a transferred student, select the appropriate disposition from the drop-down. If the student did not transfer to a South Carolina public district, other dispositions are available for Georgia, Home Schooled, Non-Border State, North Carolina, and Private School.

Abbeville County Schools (0160)	Aiken County Schools (0201)	Allendale County Schools (0301)
Anderson School District One (0401)	Anderson School District Two (0402)	Anderson School District Three (0403)
Anderson School District Four (0404)	Anderson School District Five (0405)	Anderson Alternative (0470)
Bamberg School District One (0501)	Bamberg School District Two (0502)	Barnwell School District Nineteen (0619)
Barnwell School District Twenty-nine (0629)	Barnwell School District Forty-five (0645)	Beaufort Country Schools (0701)
Berkeley County Schools (0801)	Calhoun County Schools (0901)	Charleston School District (1001)
Cherokee County Schools (1101)	Chester School District (1201)	Chesterfield School District (1301)
Clarendon School District One (1401)	Clarendon School District Two (1402)	Clarendon School District Three (1403)
Colleton School District (1501)	Darlington School District (1601)	Deaf & Blind School (5207)
Dillon School District Three (1703)	Dillon School District Four (1704)	Dorchester School District Two (1802)
Dorchester School District Four (1804)	DJJ (Juvenile Justice) (5208)	Edgefield Country Schools (1901)
Fairfield County Schools (2001)	Felton Lab Sch (5204)	Florence School District One (2101)
Florence School District Two (2102)	Florence School District Three (2103)	Florence School District Four (2104)
Florence School District Five (2105)	Georgetown School District (2201)	Governor's School for the Arts and Humanities (5364)
Governor's School for Math and Science (5395)	Greenville School District (2301)	Greenwood School District Fifty (2450)
Greenwood School District Fifty-one (2451)	Greenwood School District Fifty-two (2452)	Hampton School District One (2501)
Hampton School District Two (2502)	Home Schooled (HOME)	Horry School District (2601)
Jasper County Schools (2701)	John De La Howe (5205)	Kershaw County Schools (2801)
Lancaster School District (2901)	Laurens School District Fifty-five (3055)	Laurens School District Fifty-six (3056)
Lee County Schools (3101)	Lexington School District One (3201)	Lexington School District Two (3202)
Lexington School District Three (3203)	Lexington School District Four (3204)	Lexington School District Five (3205)
McCormick County Schools (3301)	Marion School District Ten (3410)	Marlboro County Schools (3501)
Newberry County Schools (3601)	Oconee County Schools (3701)	Non-Border State (9009)
North Carolina (9001)	Orangeburg Cons District Three (3803)	Orangeburg Cons District Four (3804)
Orangeburg Cons District Five (3805)	Other (OTHE)	Palmetto Unified School District (5209)
Pickens County Schools (3901)	Private School (PRIV)	Richland School District One (4001)
Richland School District Two (4002)	Saluda County Schools (4101)	Spartanburg School District One 4701
Spartanburg School District Two 4702	Spartanburg School District Three 4703	Spartanburg School District Four 4704
Spartanburg School District Five 4705	Spartanburg School District Six 4706	Spartanburg School District Seven 4707
Sumter School District One (4301)	Union County Schools (4401)	Williamsburg County Schools (4501)

<b>Moved To School</b> <i>(Moved_To_School)</i> <i>[Students(1)]</i>	<p>In the case of a transferred student, select the appropriate disposition from the drop-down list. If the student did not transfer to a South Carolina public district, leave the field blank. <u>The drop-down will only populate after a district is chosen for the Moved To District field above.</u></p>
<b>Retained Reason</b> <i>(RetainReasonCode)</i> <i>[S_SC_STU_X]</i>	<p>Select from the drop down list the most appropriate reason the student was retained for the current year:</p> <ul style="list-style-type: none"> <li>• 01 – Poor grades</li> <li>• 02 – Low test score</li> <li>• 03 – Teacher judgment</li> <li>• 04 – Poor grades &amp; Low test score</li> <li>• 05 – Poor grades &amp; Teacher judgment</li> <li>• 06 – Low test score &amp; Teacher judgment</li> <li>• 07 – Poor grades &amp; Low test scores &amp; Teacher</li> <li>• O – Other</li> </ul>
<b>Migrant</b> <i>(Migrant)</i> <i>[S_SC_STU_X]</i>	<p>Check the box to indicate a student is a migrant. An SEA reviewed and approved Certificate of Eligibility (COE) is required to determine eligibility for migrant status while resident and enrolled in a school district. Migrant status is based upon the following definition:</p> <p>A <b>migratory student</b> is a student who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse in order to obtain temporary or seasonal employment in agricultural or fishing work:</p> <ul style="list-style-type: none"> <li>• has moved from one school district to another; or</li> <li>• in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or</li> <li>• resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.</li> </ul> <p><b>Agricultural activity</b> is defined as follows:</p> <ul style="list-style-type: none"> <li>• any activity directly related to the production or processing of crops, dairy products, poultry or livestock for initial commercial sale or personal subsistence;</li> <li>• any activity directly related to the cultivation or harvesting of trees; or</li> <li>• any activity directly related to fish farms.</li> </ul> <p>You can find the Certificate of Eligibility form on the Accountability website.</p>
<b>Foster Home</b> <i>(Foster_Home)</i> <i>[S_SC_STU_X]</i>	<p>Indicate whether or not a student resided in a foster home for the current school year:</p> <ul style="list-style-type: none"> <li>• Blank – No [default]</li> <li>• Y – Yes</li> </ul>
<b>Advisor</b> <i>(Advisor)</i> <i>[S_SC_STU_X]</i>  <b>For District Use ONLY</b>  <b>SCDE no longer collects this data value.</b>	<p><b>Enter the student's advisor IF YOUR DISTRICT or SCHOOL administrators request that you do so.</b> This field was previously used for entering advisor number and name for distribution of testing materials.</p> <p>The Office of Assessment will NOT use this field for collecting the advisor name and number; instead the values for the advisor name and number fields <b>located on the sections page</b> will be used for precode purposes.</p>

<b>School of Residence</b> <i>(SchoolRes)</i> <i>[S_SC_STU_X]</i>	<p>Enter the 7 digit code (School Identification Number or SIDN) for the school to which the student would be assigned based on the home/street address (geocode). You may reference the list of school numbers at this location on the web page for the Office of Accreditation: <a href="http://ed.sc.gov/agency/programs-services/128/">http://ed.sc.gov/agency/programs-services/128/</a>. This is of particular interest for students who attend virtual or charter schools and switch to or from their school of residence.</p> <p>Note: A school identification number (SIDN) is a seven-digit number assigned to a public school or district by the South Carolina Department of Education (SCDE). This seven-digit number, which is unique to a single school, is used by the SCDE as a means of tracking internal operations, such as school accreditation, pupil accounting, funding, testing, and data collection.</p>
<b>Parent Military Status</b> <i>(ParentsMilitaryStatus)</i> <i>[S_SC_STU_X]</i>	<p>Select from the drop-down list the appropriate status for your student:</p> <ul style="list-style-type: none"> <li>• (blank) – Neither Parent nor Guardian is serving in any military service.</li> <li>• 01 – A Parent or Guardian is serving in the National Guard but is not deployed.</li> <li>• 02 – A Parent or Guardian is serving in the Reserves but is not deployed.</li> <li>• 03 – A Parent or Guardian is serving in the National Guard and is currently deployed.</li> <li>• 04 – A Parent or Guardian is serving in the Reserves and is currently deployed.</li> <li>• 05 – A Parent or Guardian is serving in the military on active duty but is not deployed.</li> <li>• 06 – A Parent or Guardian is serving in the military on active duty and is currently deployed.</li> <li>• 07 – The student's Parent or Guardian died while on active duty within the last year.</li> <li>• 08 – The student's Parent or Guardian was wounded while on active duty within the last year.</li> </ul>

<p><b>G&amp;T Qualified</b>  <i>(GT_Qualified)</i>  <i>[S_SC_STU_X]</i></p> <p><b>SCDE does not require that you populate this field; however, the data values would provide schools and districts with historical information.</b></p>	<p>Though this field is not mandatory to complete for SCDE data collection, it is very helpful for school or district administrators who could more readily note GT qualified students, especially in transition grades, intra-district moves, and even out of district moves in SC.</p> <p>With this in mind you can select the appropriate drop-down value for the student based on the following choices:</p> <ul style="list-style-type: none"> <li>• Blank – None [default]</li> <li>• A - GTA – G&amp;T Academic</li> <li>• R - GTR – G&amp;T Artistic</li> <li>• B - Both – GTA and GTR</li> </ul>  <p><b>Note: The additional G&amp;T Academic drop-down options are located on the EIA Classification Information page if a student is classified as such for an EIA field.</b> The EIA (funding) codes are based on <u>how the student is served each year</u>. So, if a student does not participate in a particular year, that student is not coded in this category. ONLY students who are properly served are coded for funding purposes</p>
<p><b>Title I Assistance</b>  <i>(Title1AsstTypeCode)</i>  <i>[S_SC_STU_X]</i></p>	<p>Select whether a student is included in the Title I Program; the choice should be blank (default) for students NOT receiving assistance or T for students receiving assistance:</p> <ul style="list-style-type: none"> <li>• Title 1 Assistance</li> <li>• Title 1 Math</li> <li>• Title 1 ELA</li> </ul> 
<p><b>Title I ELA</b>  <i>(Title1ReadInd)</i>  <i>[S_SC_STU_X]</i></p>	<p>Select whether a student is included in the Title I ELA Program:</p> <ul style="list-style-type: none"> <li>• N – Student not in this Title I Program</li> <li>• Y – Yes, Student is in this Title I Program</li> </ul>
<p><b>Title I Math</b>  <i>(Title1MathInd)</i>  <i>[S_SC_STU_X]</i></p>	<p>Select whether a student is included in the Title I Math Program:</p> <ul style="list-style-type: none"> <li>• N – Student not in this Title I Program</li> <li>• Y – Yes, Student is in this Title I Program</li> </ul>

<b>Transportation Mode AM</b> <i>(Trans_Mode_AM)</i> <i>[S_SC_STU_X]</i>  <b>For District Use ONLY</b>	Select the mode of transportation the student generally uses to come to school in the morning: <ul style="list-style-type: none"> <li>• A – AM Bus Only</li> <li>• B – AM&amp;PM Bus</li> <li>• C – POV (Car Rider)</li> <li>• D – Daycare Provides</li> <li>• P – PM Bus Only</li> <li>• W – Walker</li> <li>• Y – Bicycle</li> </ul>																																																
<b>Transportation Mode PM</b> <i>(Trans_Mode_PM)</i> <i>[S_SC_STU_X]</i>  <b>For District Use ONLY</b>	Select the mode of transportation the student generally uses to return home in the afternoon. <ul style="list-style-type: none"> <li>• A – AM Bus Only</li> <li>• B – AM&amp;PM Bus</li> <li>• C – POV (Car Rider)</li> <li>• D – Daycare Provides</li> <li>• P – PM Bus Only</li> <li>• W – Walker</li> <li>• Y – Bicycle</li> </ul>																																																
<b>SC County</b> <i>(County)</i> <i>[S_SC_STU_X]</i> <b>SCDE no longer collects this data value.</b>  <b>If you choose to use it for district or school reporting, use the standard county numeric codes listed.</b>	Enter a valid County District code for the district for which the student would be zoned to attend. <table border="1" data-bbox="784 1092 1172 1711"> <tbody> <tr><td>01 – Abbeville</td><td>25 – Hampton</td></tr> <tr><td>02 – Aiken</td><td>26 – Horry</td></tr> <tr><td>03 – Allendale</td><td>27 – Jasper</td></tr> <tr><td>04 – Anderson</td><td>28 – Kershaw</td></tr> <tr><td>05 – Bamberg</td><td>29 – Lancaster</td></tr> <tr><td>06 – Barnwell</td><td>30 – Laurens</td></tr> <tr><td>07 – Beaufort</td><td>31 – Lee</td></tr> <tr><td>08 – Berkeley</td><td>32 – Lexington</td></tr> <tr><td>09 – Calhoun</td><td>33 – McCormick</td></tr> <tr><td>10 – Charleston</td><td>34 – Marion</td></tr> <tr><td>11 – Cherokee</td><td>35 – Marlboro</td></tr> <tr><td>12 – Chester</td><td>36 – Newberry</td></tr> <tr><td>13 – Chesterfield</td><td>37 – Oconee</td></tr> <tr><td>14 – Clarendon</td><td>38 – Orangeburg</td></tr> <tr><td>15 – Colleton</td><td>39 – Pickens</td></tr> <tr><td>16 – Darlington</td><td>40 – Richland</td></tr> <tr><td>17 – Dillon</td><td>41 – Saluda</td></tr> <tr><td>18 – Dorchester</td><td>42 – Spartanburg</td></tr> <tr><td>19 – Edgefield</td><td>43 – Sumter</td></tr> <tr><td>20 – Fairfield</td><td>44 – Union</td></tr> <tr><td>21 – Florence</td><td>45 – Williamsburg</td></tr> <tr><td>22 – Georgetown</td><td>GA – Georgia</td></tr> <tr><td>23 – Greenville</td><td>NC– N. Carolina</td></tr> <tr><td>24 – Greenwood</td><td>OT– Other</td></tr> </tbody> </table>	01 – Abbeville	25 – Hampton	02 – Aiken	26 – Horry	03 – Allendale	27 – Jasper	04 – Anderson	28 – Kershaw	05 – Bamberg	29 – Lancaster	06 – Barnwell	30 – Laurens	07 – Beaufort	31 – Lee	08 – Berkeley	32 – Lexington	09 – Calhoun	33 – McCormick	10 – Charleston	34 – Marion	11 – Cherokee	35 – Marlboro	12 – Chester	36 – Newberry	13 – Chesterfield	37 – Oconee	14 – Clarendon	38 – Orangeburg	15 – Colleton	39 – Pickens	16 – Darlington	40 – Richland	17 – Dillon	41 – Saluda	18 – Dorchester	42 – Spartanburg	19 – Edgefield	43 – Sumter	20 – Fairfield	44 – Union	21 – Florence	45 – Williamsburg	22 – Georgetown	GA – Georgia	23 – Greenville	NC– N. Carolina	24 – Greenwood	OT– Other
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<b>GridCode</b> <i>(GridCode)</i> <i>[S_SC_STU_X]</i> <b>For District Use ONLY</b>	Enter the student's grid code.																																																

<p><b>Bus 1</b> (BusInfo1) [S_SC_STU_X]</p> <p><b>For District Use ONLY</b></p>	<p>Key in and VERIFY carefully the number that identifies which bus the student rides <b>to</b> school if you select <b>A – AM Bus Only</b> or <b>B – AM&amp;PM Bus</b> for the Bus Transportation Needed field (above).</p> <p>You may use numbers as indicated below <b>or you may use other names for your buses:</b></p> <ol style="list-style-type: none"> <li>1. The bus number assigned by your district; for example, 18.</li> <li>2. The last 6 characters in the SCDE Bus Identification Number; for example, <b>7-0001</b> if that number is 57-0001</li> </ol> <p>You can request the appropriate bus number from your local District Transportation Office. <u>This number must be <b>thirty</b> or fewer alphanumeric characters.</u></p>																												
<p><b>Bus 2</b> (BusInfo2) [S_SC_STU_X]</p> <p><b>For District Use ONLY</b></p>	<p>Key in and VERIFY carefully the number that identifies which bus the student rides <b>from</b> school to his home in the afternoon if you select <b>B – AM&amp;PM Bus</b> or <b>P – PM Bus Only</b> for the Bus Transportation Needed field (above).</p> <p>You may use numbers as indicated below <b>or you may use other names for your buses:</b></p> <ol style="list-style-type: none"> <li>1. The bus number assigned by your district; for example, 18.</li> <li>2. The last 6 characters in the SCDE Bus Identification Number; for example, <b>7-0001</b> if that number is 57-0001</li> </ol> <p>You can request the appropriate bus number from your local District Transportation Office. <u>This number must be <b>thirty</b> or fewer alphanumeric characters.</u></p>																												
<p><b>504 Plan</b> (Plan504Code) [S_SC_STU_X]</p>	<p>Select the primary life function (only one) in which the student is most substantially limited according to documentation of disability. Leave this field blank if the student does not have a 504 Accommodations Plan that specifies testing modifications and/or accommodations.</p> <table border="1" data-bbox="761 972 1193 1461"> <tr><td>Blank</td><td>No Plan [default]</td></tr> <tr><td>BH</td><td>Breathing</td></tr> <tr><td>CFO</td><td>Caring for Oneself</td></tr> <tr><td>ET</td><td>Eating</td></tr> <tr><td>HR</td><td>Hearing</td></tr> <tr><td>IWO</td><td>Interacting with Others</td></tr> <tr><td>LN</td><td>Learning</td></tr> <tr><td>LT</td><td>Lifting</td></tr> <tr><td>PMT</td><td>Performing Manual Tasks</td></tr> <tr><td>SE</td><td>Seeing</td></tr> <tr><td>SK</td><td>Speaking</td></tr> <tr><td>THK</td><td>Thinking</td></tr> <tr><td>WK</td><td>Walking</td></tr> <tr><td>WOK</td><td>Working</td></tr> </table> <p>The student may have a 504 Accommodations Plan, which specifies testing modifications and/or accommodations, required if a student has a documented disability. The student may have a record or may be regarded as having a physical or mental impairment which substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, hearing, speaking, breathing, learning, or working; however, this does not require the student to be classified as special education.</p>	Blank	No Plan [default]	BH	Breathing	CFO	Caring for Oneself	ET	Eating	HR	Hearing	IWO	Interacting with Others	LN	Learning	LT	Lifting	PMT	Performing Manual Tasks	SE	Seeing	SK	Speaking	THK	Thinking	WK	Walking	WOK	Working
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## Special Programs Page

Add the special program for the student by completing the fields on the New Special Program Enrollment page. You may also use mass enrollment to enter groups of students into special programs. (For procedural information, search the Pearson website using your PowerSource login for this article: ID 6020 – Importing/Mass Populating Special Program Enrollments).

### Special Program Fields to be Populated for SCDE Data Collection

Display Name	Internal Field Name	First Due Date
Entry Date	Enter_Date	QDC1
Exit Date	Exit_Date	QDC1
Exit Reason	ExitCode	QDC1
Grade Level	GradeLevel	QDC1
Program	ProgramID	QDC1

Start Page → Student Selection → Special Programs

The screenshot shows the 'New Special Program Enrollment' page in PowerSchool. The breadcrumb trail is 'Start Page > Student Selection > Special Programs > New Special Program Enrollment'. The page header shows 'Welcome, Louise Amos | Help | Sign Out' and 'School: District Office Term: 13-14 Year'. The form is for student 'Campbell, Linda Christina' with ID '370010000159' and school 'LHS'. The form fields are: Comment (text area), Entry Date (8/26/2013), Exit Date (6/3/2014), Exit Reason (W21), Grade Level (12), and Program (GH0-1FS Served Full-time at District School). A legend on the left explains the program codes. The form is for student Campbell, Linda Christina, ID 370010000159, LHS.

### Clarification of Terms

<b>Entry Date</b> <i>(Enter_Date)</i> <i>[SpEnrollments(41)]</i>	Enter the date on which the student was enrolled in the Special Program. Use the mm/dd/yyyy or mm-dd-yyyy format so you do not get an alert. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
<b>Exit Date</b> <i>(Exit_Date)</i> <i>[SpEnrollments(41)]</i>	<p>Enter the first date the student transferred out and is no longer active in the program. Use the mm/dd/yyyy or mm-dd-yyyy format so you do not get an alert. If you submit the date with an incorrect format, the date field is submitted as a blank entry.</p> <p>NOTE: Beginning 2013-14, indicators identifying “Special Program Services” for individual students should receive an end date prior to the start of the new school year. <i>Each new year requires a new start date for services provided.</i></p>



<b>Exit Reason</b> (Exitcode) [SpEnrollments(41)]	Enter a brief description indicating why the student exited the program.
<b>Grade Level</b> (GradeLevel) [SpEnrollments(41)]	This field reflects the grade level for the student <u>when enrolled in this program</u> .
<b>Program</b> (ProgramID) [SpEnrollments(41)]	Select the program in which the student is placed using the drop-down list provided by your district. Program Name is displayed and ProgramId is internal)

### Codes and Descriptions for Special Programs

These programs may or may not be implemented in your district or school. **Input those that are appropriate for use in your locations.**

Code	Description	Office Contact
21 <sup>st</sup> CCLC	This program name replaces all other special program indicators for 21st Century Learning beginning 2013-14.	{Office of Student Intervention Services, Dr. Sabrina Moore, 803-734-8279}
ALTPES	Alternative Pgm - Elementary School Formerly ALC	{Office of Student Intervention Services: Aveene Coleman, 803-734-3057}
ALTPHS	Alternative Pgm - High School Formerly ALC	
ALTPMS	Alternative Pgm - Middle School Formerly ALC <b>Special Note: Use ALTPES, ALTPHS, or ALTPMS for Alternative School Programs</b> An Alternative School Program is defined as one "designed to provide appropriate services to students who for behavioral or academic reasons are not benefiting from the regular school program or may be interfering with the learning of others." (South Carolina Code of Laws, 1976 (as amended, 1990); Chapter 63, Title 59, Article13; Section 59-63-1300). Note: <u>Students who are enrolled in alternative programs based on special needs (e.g. 504 plan or IEP), should not be included here.</u>	
AR0001	AVID	{Office of Student Intervention Services: Dr. Benjamin Goodwin, 803-734-8125 or bGoodwin@ed.sc.gov} <b>At Risk Programs -- ARxxxx</b>
AR0003	Boys & Girl Clubs of America	
AR0004	Check and Connect	
AR0006	High Schools That Work	
AR0021	Academic Alternatives	
AR0024	CBI-Educ Options Novel/Starts	
AR0025	CBI-PDI/Novanet	
AR0026	CBI-PLATO Learning, Inc.	
AR0029	Gateway to College	
AR0031	Richland One Middle College	
AR0032	Fast Forward	
AR0033	GEARUP	
AR0035	JSCG	
AR0040	Pickens County Star Academy	
AR0043	Reconnecting Youth	
AR0045	SCATE	
AR0046	Virtual School Program** Description changed 2011-12 from Virtual School to Virtual School Program. DO NOT CONFUSE with courses offered through the Office of Virtual Education (formerly SC Virtual School Program -- Sections Page).	
AR0047	Truant Recovery Program	
AR0048	Union Alternative School	

AR0049	Upward Bound
AR0050	WorkKeys/KeyTrain
AR0052	PAR
AR0062	AIM
AR0063	Apex Learning
AR0064	BADD
AR0069	Star Academy
AR0071	SC Chamber of Commerce
AR0072	Title One Enrichment Program
AR0074	Family Solution Intervent Plan
AR0080	Big Brothers Big Sisters
AR0081	Keeping it REAL
AR0082	Project GRAD
AR0083	Project TND
AR0084	Quantum Opportunities Program
AR0085	STEP
AR0086	Teen Outreach Program (TOP)
AR0087	Too Good for Drugs and Violence
AR0088	ACT EXPLORE
AR0089	Career Education Options (CEO)
AR0090	Complete High School MAZE
AR0091	CMCD
AR0092	Early College
AR0093	LRP
AR0094	Moss High Point Entrepreneurship
AR0095	NFTE
AR0096	Phoenix Academy
AR0097	Positive Action
AR0098	Project Respect
AR0099	Reconnecting Youth
AR0100	SIATech
AR0101	Youth Build
AR0102	Healing Species
AR0103	Academic/Mentoring/Mental Health Supports
AR0104	Advancement Via Individual Determination
AR0105	After School Homework Center
AR0106	Alternatives in Motion for Success
AR0107	APPLE
AR0108	Barr Street Learning Center-SCDE Approved Alternative School Program
AR0109	Building Bridges To Success
AR0110	Building Educated Leaders for Life
AR0111	Capturing Kids Hearts
AR0112	CAREER ACADEMY MODEL
AR0113	Coca Cola Valued Youth Program
AR0114	Compass Learning
AR0115	Computer Aided/Assisted instruction paired with mentor/mentee
AR0116	Corrective Reading-Reading
AR0117	Early College High School Initiative
AR0118	EOC P.A.L.S. (Promoting Academic Learners to Success)
AR0119	Evening Students Services-Higher Learning Academy
AR0120	Extended School Day

AR0121	FOCUS- SCDE Approved Alternative School Program	
AR0122	Focusing Students on Achievement	
AR0123	Freshmen Academy	
AR0124	Infinity of OCCSD3- SCDE Approved Alternative School Program	
AR0125	Choices	
AR0126	Intensive Math instruction and mentoring	
AR0127	JAG-SC	
AR0128	Lake City Graduation Initiative	
AR0129	LIFT	
AR0130	Literacy 3000-Reading	
AR0131	Mentoring/Alternative Learning	
AR0132	Multi-Tiered Systems of Support (MTSS), Trident United Way Links to Success, Communities in Schools	
AR0133	Star Academy Program	
AR0134	Ninth Grade Academy	
AR0135	ODYSSEYWARE	
AR0136	Olweus Bullying Prevention	
AR0137	P.A.W.S. (Powerful Action Wields Success)	
AR0138	Positive Achievement With Students Program	
AR0139	Positive Action	
AR0140	Powerful Action Wields Success (PAWS)	
AR0141	Prepared for Graduation	
AR0142	Project Based Learning- Blended Curriculum	
AR0143	Project College and Academic Readiness Enhancement (Project CARE)	
AR0144	Project RISE	
AR0145	Project Success	
AR0146	RAPTOR	
AR0147	Read 180-Reading	
AR0148	Read Right and	
AR0149	REAL Academy	
AR0150	Reconnecting Youth	
AR0151	Saluda Creates Opportunities for Real Effectiveness (SCORE)	
AR0152	Making Middle Grades Work	
AR0153	Success Highways, Goal Setting, Coaching	
AR0154	Successful Transitions Program	
AR0155	The RIGHT Stuff	
AR0156	The Voyage to Personal and Academic Success/Computer Based Instruction	
CDEP01	CDEP Pgm Current Yr	{Early Childhood Program: Mellanie Jinnette, 803-734-3605} This is the required program ID for <b>CDEP</b> and indicates the eligible students in districts/schools.
CRED07	Credit Recovery Pgm 7th Grade	
CRED08	Credit Recovery Pgm 8th Grade	
CRED09	Credit Recovery Pgm 9th Grade	
CRED10	Credit Recovery Pgm 10th Grade	
CRED11	Credit Recovery Pgm 11th Grade	
CRED12	Credit Recovery Pgm 12th Grade	

EEDASM	EEDA Summer Project	{Student Intervention Services, Dr. Sabrina Moore, 803-734-8279} EEDA –Education and Economic Development Act- Summer Project
<b>ELLI – English Language Learner Instruction</b>	<b>ESOL and ELLI (Special Program Services)</b> If the English Proficiency code of 1–5 or A–D is selected on the SC Student Information Page, then a current ESOL and one or more current ELLI entries are required. (Note: “Current” means the entry has a program Entry Date from the current school year and there is no Exit Date yet.) There may be only one current ESOL entry per student per school year. There may be more than one current ELLI entry.  <b>Entry and Exit Dates</b> <ul style="list-style-type: none"> <li>• The program Entry Date for active ESOL and ELLI entries must be later than the last day of school for the last school year.</li> <li>• The SCDE will use the following rules to check for errors.</li> <li>• Any current ESOL or ELLI entry with a program Entry Date from last school year (i.e., no later than the close of school for the last school year) will not be considered current.</li> <li>• The ESOL and ELLI exit dates should not exceed the latest date that any school closes in S.C.</li> </ul>	
ELLI01	ESL Pull-out Class	{Office of State and Federal Accountability: Crystal Fields, 803-734-8306} ELLI – English Language Learner Instruction
ELLI02	ESL Class Period	
ELLI03	ESL Push-in	
ELLI04	ESL Newcomer Program	
ELLI05	ESL Sheltered Content-Based Pgm	
ELLI06	ESL Structured Immersion	
ELLI07	ESL Mainstream with Accommodations	
ELLI08	ESL Mainstream without Accommodations	
ELLI09	ESL Monitored	
ESOL01	<1 year of ESOL Service	{Office of State and Federal Accountability: Crystal Fields, 803-734-8306} <b>ESOL – Cohort Group</b>
ESOL02	ESOL Svc > 1 but < 2 years	
ESOL03	ESOL Svc > 2 but < 3 years	
ESOL04	ESOL Svc > 3 but < 4 years	
ESOL05	ESOL Svc > 4 but < 5 years	
ESOL06	ESOL Svc > 5 but < 6 years	
ESOL07	ESOL Svc > 6 but < 7 years	
ESOL08	ESOL Svc > 7 but < 8 years	
ESOL09	ESOL Svc > 8 but < 9 years	
ESOL10	ESOL Svc > 9 but < 10 years	
ESOL11	ESOL Svc > 10 but < 11 years	
ESOL12	ESOL Svc > 11 but < 12 years	
ESOL13	ESOL Svc > 12 but < 13 years	
ESOL14	ESOL Svc 13 or more years	

<b>HBSD01</b>  <b>Home-Based FOR DISTRICT USE</b>	<b>Home-Based -- DISTRICT REQUEST to Add this to Special Programs,</b> Districts have requested this item to indicate which students should be coded as home-based when a student receives educational services at home. Since you will use the home-based field for situations that require a student to be taught at home, ensure that IEP documentation states specifically this student qualifies for this indicator. Home-based placements by an individualized education program (IEP) team are <b>not</b> the same as <b>medical homebound placements</b> . A special education home-based placement is a change of placement for a student with a disability to a home setting by his or her IEP team. The IEP team must determine that such a placement is appropriate and constitutes the least restrictive environment in light of the student's disability. Home-based services for a student with a disability must be determined by the student's IEP team, which includes the student's parent, legal guardian, or surrogate parent. The amount of services for a home-based student must be individualized and meet the student's need for instruction, related services, transition services, assistive devices, and supplementary aids and services during the period of home-based placement	<b>For PowerSchool Support: Research and Data Analysis</b>
HWKC1	Homework Center < 15 days	{Student Intervention Services, Dr. Sabrina Moore, 803-734-8279}
HWKC2	Homework Center 15 or more days	<b>HWC – After-school Homework Center</b>
<b>Group Homes / Residential Treatment Facilities</b>	Each year, students in some districts are sent to group homes or residential treatment facilities (RTFs), either in the students' districts or in another district in the state. Those students remain in the accountability system for assessments and for graduation rate calculations, among other reports. Students are typically placed in group homes by state agencies based on specific student or family needs. Students are usually placed in RTFs by state agencies because of behavioral, medical, health, or other needs that require medical or psychiatric interventions. Together, group homes and RTFs are referenced as "out-of-home care facilities" or "therapeutic care facilities" in materials from the Office of Exceptional Children; in PowerSchool, such facilities are not grouped, per se, and should be considered different types of facilities for record keeping purposes. Identify students who are being served in group homes, residential treatment facilities or juvenile detention facilities by using the codes below to indicate where and how students are served. The following changes were provided MID YEAR during 2013-14: Proviso for Juvenile Detention Facilities 13-14:1.10 (SDE: <i>Instruction in Juvenile Detention Centers</i> ) <i>It shall be the responsibility of the school district where a local juvenile detention center is located to provide adequate teaching staff and to ensure compliance with the educational requirements of this State. Students housed in local detention centers are to be included in the average daily membership count of students for that district and reimbursement by the Department of Education made accordingly.</i> Identify students who are being served in group homes, residential treatment facilities or juvenile detention facilities by using the codes below to indicate where and how students are served.	<b>GROUP HOMES</b>  {Office of Special Education Services: John Payne, 803-734-8221; Office of Research and Data Analysis, Cynthia Hearn, 803-734-8269 or Lisa Woodard, 803-734-8573}  <b>RESIDENTIAL TREATMENT FACILITIES</b>  {Office of Special Education Services: Beverly Bequeath-Collum; bcollom@ed.sc.gov}
<b>Group Homes</b>	<ul style="list-style-type: none"> <li>• <b>GHO-1FS</b> – Served Full-time at District School            Student is served in a group home or other group care facility and is receiving educational services full-time at         </li> </ul>	

	<p>the public school (Formerly – Group Home Services = “FS”).</p> <ul style="list-style-type: none"> <li>• <b>GHO-2PS</b> – Served Part-time at District School Student is served in a group home or other group care facility and is receiving educational services part-time at the public school (Formerly – Group Home Services = “PS”).</li> <li>• <b>GHO-3FD</b> – FT at Facility-District Provides Ed Svc Student is served in a group home or other group care facility and is receiving all educational services at the facility with public school district providing educational services. (Part 1B, Section 1.8, H63 Department of Education, 2012-2013 Appropriation Act)</li> <li>• <b>GHO-4FF</b> – FT at Facility-Facility Provides All Ed Svc Student is served in a group home or other group care facility and is receiving all educational services at the facility with facility school district contracting the services. (Although available as an option in PowerSchool, GHO-4FF – is not a valid code under Part 1B, Section 1.8, H63 Department of Education, 2012-2013 Appropriation Act, where districts have the responsibility to provide educational services to students residing in group facilities.)</li> </ul>	
<b>Residential Treatment Facilities</b>	<ul style="list-style-type: none"> <li>• <b>RTF-1FS</b> – Served Full-time at District School Student is served in a residential treatment facility and is receiving educational services full-time at the public school (Formerly – Group Home Services = “FS”).</li> <li>• <b>RTF-2PS</b> – Served Part-time at District School Student is served in a residential treatment facility and is receiving educational services part-time at the public school (Formerly – Group Home Services = “PS”).</li> <li>• <b>RTF-3FD</b> – FT at Facility-Dist Provide Ed Svc Student is served in a residential treatment facility and is receiving all educational services at the facility with public school district providing educational services. (Part 1B, Section 1.61, H63 Department of Education, 2012-2013 Appropriation Act)</li> <li>• <b>RTF-4FF</b> – FT at Facility-Facility Provides All Ed Svc Student is served in a residential treatment facility and is receiving all educational services at the facility with facility school district contracting the services. (Part 1B, Section 1.61, H63 Department of Education, 2012-2013 Appropriation Act)</li> </ul>	
<b>Juvenile Detention Facilities</b>	<ul style="list-style-type: none"> <li>• <b>LJD</b> – Served in Local Juvnl Detention Cntr Student is housed in a local juvenile detention center with public school district providing educational services.</li> <li>• <b>LAD</b>–Served in Local Adult Detention Cntr Student is housed in a local adult detention center with public school district providing educational services.</li> </ul>	
<b>International Baccalaureate (IB)</b>	<p>The International Baccalaureate Programs are offered as a Primary Years, a Middle Years, and a Diploma Program and conform to the requirements of the International Baccalaureate Organization.</p> <p>SC Uniform Grading Policy information for the International Baccalaureate Courses in a Diploma Program:</p> <p>The following criteria apply to the International Baccalaureate (IB) courses—including those offered online and in other nontraditional settings and those recorded on a transcript from an out of state school that is</p>	<p>{Office of Instructional Practices and Evaluation: Lamont Moore, 803-734-8335, lmoore@ed.sc.gov}</p>

	<p>accredited under the regulations of the board of education of that state or the appropriate regional accrediting agency: the New England Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Western Association of Colleges and Schools, or the Northwest Association of Colleges and School (as specified in State Board Regulation 43273, Transfers and Withdrawals).</p> <ul style="list-style-type: none"><li>• Only IB courses can be awarded only a full quality point above the CP weighting.</li><li>• Seminar or support courses for IB may be weighted as honors but not as IB courses: a standard level (SL) IB course can carry only one quality point. However, two quality points of IB credit can be granted for higher level (HL) courses in the IB program that require a minimum of 240 hours of instruction.</li></ul>																	
MONT01	Montessori (within a school)*	{Office of School Effectiveness: Katie Golfus, 803-734-8470}																
Immersion Language Program: Coding of Immersion Students in 2015-16	<p>The Office of Standards and Learning has a need to collect individual student data for all grade levels in Immersion Programs; data items needed are listed as follows:</p> <ul style="list-style-type: none"><li>a. entry date into the program each year</li><li>b. exit date into the program each year</li><li>c. designation of the language for immersion student</li></ul> <p>Setting up the Special Programs for the Immersion Student Program will require that you add the following options for coding immersion students in grades PreK-8*.</p> <table><tr><th>Language</th><th>Code</th></tr><tr><td>Immersion French</td><td>ImmFRN</td></tr><tr><td>Immersion German</td><td>ImmGRM</td></tr><tr><td>Immersion Japanese</td><td>ImmJPN</td></tr><tr><td>Immersion Mandarin</td><td>ImmMND</td></tr><tr><td>Immersion Portuguese</td><td>ImmPRT</td></tr><tr><td>Immersion Russian</td><td>ImmRSN</td></tr><tr><td>Immersion Spanish</td><td>ImmSPN</td></tr></table> <p>*There are currently NO HIGH SCHOOL immersion programs. The following districts currently have schools with Immersion Programs in elementary and middle schools:</p> <ul style="list-style-type: none"><li>• Beaufort</li><li>• Greenville</li><li>• Lexington 1</li><li>• Richland 2</li><li>• Rock Hill</li><li>• SC Public Charter</li></ul>	Language	Code	Immersion French	ImmFRN	Immersion German	ImmGRM	Immersion Japanese	ImmJPN	Immersion Mandarin	ImmMND	Immersion Portuguese	ImmPRT	Immersion Russian	ImmRSN	Immersion Spanish	ImmSPN	{Office of Standards and Learning: Ruta Couet, 803-734-8383, rcouet@ed.sc.gov}
Language	Code																	
Immersion French	ImmFRN																	
Immersion German	ImmGRM																	
Immersion Japanese	ImmJPN																	
Immersion Mandarin	ImmMND																	
Immersion Portuguese	ImmPRT																	
Immersion Russian	ImmRSN																	
Immersion Spanish	ImmSPN																	

## Staff Page

### Staff Fields to be Populated for SCDE Data Collection

Display Name	Internal Field Name	First Due Date
Name (Last, First MI)	Last_Name	Sep

Name (Last, First MI)	First_Name	Sep
Name(Last, First MI)	Middle_Name	Sep
Email Address	Email_Addr	Sep
Gender	Gender	Sep
Ethnicity	FedEthnicity	Sep
Race	RaceCd	Sep
ID	ID	Sep
StatePrid (Teacher Certificate Number)	SIF_StatePRID	Sep
SSN (Teacher)**	SSN	Sep
Active (Check Box – Status)	Status	Sep
Staff Type	StaffStatus	Sep
Generation (Jr., Sr., III, etc.)	Tchr_Generation	Aug



Information - Amos, Louise 7568490	
Name (Last, First MI)	Amos x *, Louise *
Preferred Name	
Email Address	
Title	
Gender	<input type="checkbox"/> <input checked="" type="checkbox"/>
Federal Ethnicity and Race	
Ethnicity	Is the staff member Hispanic or Latino? <input type="radio"/> Yes <input checked="" type="radio"/> No
Race	<input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
Reporting Ethnicity	What is the staff member's race?
ID	7568490 *
StatePrid (Cert #)	
Homeroom	
Home School	District Office
Lunch ID	0
Home Phone #	
School Phone #	
Street	
City, State, Zip	
SSN	
DOB	<input type="text"/> (MM/DD/YYYY)
Staff Type	Staff <input checked="" type="checkbox"/>
Active	<input checked="" type="checkbox"/>
Additional South Carolina State Report Information for Staff	
Generation (Jr., Sr., etc.)	- None <input checked="" type="checkbox"/>

## Clarification of Terms

<b>Name (Last, First, M)</b> <i>(First_Name)</i> <i>(Last_Name)</i> <i>(Middle_Name)</i> <i>[Teachers(5)]</i>	<p>Ensure the name is entered correctly and in the proper order:  Last Name, First Name and then Middle Name (or Middle Initial)  This will help with matching the teacher's records for the purpose of verifying the teacher's highly qualified status through the Office of State and Federal Accountability, Teacher Effectiveness. These data values are used for "highly qualified" reporting.</p>
<b>Email Address</b> <i>(Email_Addr)</i> <i>[Teachers(5)]</i>	<p>Enter the teacher's full e-mail address so the SCDE offices can send direct communications via this media.</p>
<b>Gender</b> <i>(Gender)</i> <i>[Teachers(5)]</i>	<p>Verify the correct gender:</p> <ul style="list-style-type: none"> <li>F – Female</li> <li>M – Male</li> </ul>
<b>Ethnicity</b> <i>(FedEthnicity)</i> <i>[Teachers(5)]</i>	<p>Is the staff member Hispanic or Latino? The ONLY choice is Yes or No:</p> <ul style="list-style-type: none"> <li>Y – Yes</li> <li>N – No</li> </ul>
<b>Race</b> <i>(RaceCd)</i> <i>[TeacherRace(202)]</i>	<p>Choose one OR MORE to indicate the race:</p> <ul style="list-style-type: none"> <li>I – American Indian or Alaska Native</li> <li>A – Asian</li> <li>B – Black or African American</li> <li>W – White (or Caucasian)</li> <li>P – Native Hawaiian or Other Pacific Islander</li> </ul>
<b>ID</b> <i>(TeacherNumber)</i> <i>[Teachers(5)]</i>	<p>The ID number is automatically entered by the PS application; you can manually edit this number if necessary.</p>

<b>Staff Type</b> <i>(StaffStatus)</i> <i>[Teachers(5)]</i>	<p>We recommend that you assign a staff status to each staff member. This makes searching for and selecting staff members more efficient. To specify the staff member's status, choose one of the following from the drop-down menu:</p> <ul style="list-style-type: none"> <li>• Not Assigned</li> <li>• Teacher</li> <li>• Staff</li> <li>• Lunch</li> <li>• Substitute</li> </ul> <p>Note: For a user to appear in PowerSchool's teacher's drop-down menus, Teacher must be selected.</p>
<b>Active (Check Box)</b> <i>(Status)</i> <i>[Teachers(5)]</i>	<p>Specify the staff member's status by checking the box for Active status. If the box is not checked, the staff member's PowerSchool account is inactive and he or she cannot access PowerSchool.</p>
<b>Generation</b> <i>(Tchr_Generation)</i> <i>[S_SC_USR_X]</i>	<p>Choose the generation from choices below:</p> <ul style="list-style-type: none"> <li>• None</li> <li>• II</li> <li>• III</li> <li>• IV</li> <li>• V</li> <li>• Jr.</li> <li>• Sr.</li> </ul>
<b>SSN</b> <i>(SSN)</i> <i>[Teachers(5)]</i>  <b>Note: Change for 2015-16</b>	<p>Enter the teacher's SSN. This will help with matching the teacher to the Office of Educator Certification's records for the purpose of verifying the teacher's highly qualified status. These data values are used for "highly qualified" reporting.</p> <p>If you populate the StatePrid (SIF_StatePRID) field with a viable certification number issued by the Office of Educator Certification to a teacher, <b><u>then you do not need to populate the SSN field.</u></b></p> <p>If the teacher's certification number is not available, populate the SSN field temporarily until the StatePrid field can hold valid data. Immediately upon verifying the accuracy of data entry, remove the SSN.</p> <p>NOTE: Secure this page so that only staff with appropriate security levels may view the teacher data.</p>
<b>StatePrid</b> <i>(SIF_StatePRID)</i> <i>[Teachers(5)]</i>	<p>Enter the teacher's certification number issued by the Office of Educator Certification. You must enter 000000 (six zeroes) if the teacher has not been issued a teaching certificate through the SCDE. This will help with matching the teacher to the Office of Educator Certification's records for the purpose of verifying the teacher's highly qualified status. These data values are used for "highly qualified" reporting.</p>

# State/Province – SC Page

(South Carolina State Information)

You should see the following updates for this page:

1. The Parent Information and Emergency Contacts pages are now combined into a single Contacts page.
2. The Contacts link is added as a new tab; selecting this tab will display the new Contacts Page.
3. The Self-Contained Date field label is changed to “Self Contained Class” and is now a checkbox.

## State/Province – SC Page Fields to Verify for SCDE Data Collection

Display Name	Internal Field Name	First Due Date
Include this student in state reporting	IncludeInReporting	Aug
State ID	State_StudentNumber	Aug

Start Page-->Student Selection-->State/Province-SC

South Carolina State Information

Test, Student HS 12 27720 CHS

South Carolina State Information

State ID

Include this student in State Reporting

Self Contained Class

EFA/EIA Classification Information

Contacts

CATE

Early Childhood

South Carolina Student Information

Precode

Transportation

Work-based Learning

Homeless Student Information

Immunizations

Graduation Rate Planning Worksheet

Civil Rights Data Collection (CRDC)

Submit

## Clarification of Terms

<b>State ID</b> ( <i>State_StudentNumber</i> ) ( <i>Students(I)</i> )	<p>The SUNS (State Unique Numbering System) through the PowerSchool SIF agent automatically populates the State ID field when you enroll or transfer a student into your school; however, you <b>MUST</b> enter the required fields. Verify data values for the fields listed below:</p> <ol style="list-style-type: none"><li>1. Last Name – legal name</li><li>2. First Name – legal name</li><li>3. Gender</li><li>4. Date of Birth</li><li>5. Grade Level</li><li>6. Student ID (assigned by PowerSchool)</li><li>7. Ethnicity: Hispanic/Latino (Y/N) (required as of 08/2011)<ul style="list-style-type: none"><li>• PowerSchool field is FedEthnicity.</li><li>• Values: -1=not set, 0=No, 1=Yes</li></ul></li><li>8. Race (1 or more of the 5 check boxes must be checked) (required as of 08/2011)<ul style="list-style-type: none"><li>• Stored in the StudentsRace table and not the Students table.</li><li>• You must search on it differently from the Start page.</li></ul></li></ol> <p>Example: /Entrydate&gt;=08/17/2011;Race.FedCode not in B, W, I, A, P.</p>
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	<p>Note: The Scheduling/Reporting Ethnicity field (Demographics page) is required for core PS functionality -- scheduling students into classes and reports such as Enrollment Summary.</p> <p>If data exist in the following fields, the SIF process more effectively returns state ID numbers for your students:</p> <ol style="list-style-type: none"> <li>1. Legal Middle Name</li> <li>2. Legal Name Suffix</li> <li>3. Social Security Number (must be formatted properly; that is, no part of the SSN may be all zeroes)</li> </ol> <p>After searching for all students missing their state id, the List Students function is helpful in identifying what data are missing on a student with the exception of the Race checkboxes. Use the search above in number 8 to find students with Race checkbox(s) not set.</p> <p>Last_Name First_Name Gender DOB Grade_level FedEthnicity Entrydate SSN</p> <p>Each district technology representative must properly install the SUNS software components to receive this number without user intervention.</p> <p>Note: Users without administrative rights <u>may not see</u> the value populating this box; that is, it will appear blank.</p>
<p><b>Include this student in State Reporting</b> <i>IncludeInReporting</i> <i>[Students(1)]</i></p>	<p>The “Include this student in State Reporting field” indicates the manner in which this student is counted for average daily attendance and membership. “Y” is the default value. SCDE recognizes only “Y” and “N.” The ADA setting can affect the state reports. Contact the Office of Finance for questions on “average daily attendance.”</p> <p>Note: Users without administrative rights <u>may not see</u> the value populating this field; that is, it will appear blank.</p>
<p><b>Self Contained Class</b> <i>(SelfContained)</i> <i>[S_SC_STU_X]</i></p> <p><b>For District Use ONLY</b></p>	<p>Check this box to indicate the student is enrolled in a self-contained class at this school. This field is blank by default.</p> <p>Note: this field was changed during the migration of fields to the extended schema, 2015-16.</p>

## Student Supplemental Page

All fields have moved to the South Carolina Student Information page; therefore, this page is no longer included in the South Carolina State Information set of pages.

## Test Page Data

SCDE no longer collects any test data through the Test Pages in PowerSchool. You will only need to enter DIAL3/DIAL4 test scores on the Early Childhood Page.

## Transfer Information Page

You must code the Entry field as E for “entered school this year” or EEI for “not eligible for funding.”

### Transfer Information Fields to be Populated for SCDE Data Collection

Display Name	Table	Internal Field Name	First Due Date
District of Residence	Students(1)	DistrictOfResidence	Aug
Entry Code	Students(1)	EntryCode	Sep
Entry Code	Reenrollments(18)	EntryCode	Sep
Entry Date	Students(1)	EntryDate	Sep
Entry Date	Reenrollments(18)	EntryDate	Sep
Exit Code	Students(1)	ExitCode	Sep
Exit Code	Reenrollments(18)	ExitCode	Sep
Exit Date	Students(1)	ExitDate	Sep
Exit Date	Reenrollments(18)	ExitDate	Sep
Grade Level	Reenrollments(18)	Grade_Level	Sep
Grade Level	Students(1)	Grade_Level	Sep
School	Students(1)	SchoolId	Sep

### Edit Current Enrollment

Amosson, Starla Nancy 12 650010006298 IHS

Entry Date	8/19/2014
Entry Code	E (Eligible for State Funding)
Entry Comment (entry & exit)	Promote Same School
Exit Date	06/09/2015
Exit Code	
Exit Comment	
Full-Time Equivalency	Full Time
Grade Level	12
Track	
District of Residence	

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.

**SC Valid Entry Codes:**

- E (Entered school this year or
- EEI (Not eligible for funding)

There are a number of exit codes from which to select the appropriate reason for a student's transfer from a school:

### Edit Current Enrollment

Amosson, Starla Nancy 12 650010006298 IHS

Entry Date	8/19/2014
Entry Code	E (Eligible for State Funding)
Entry Comment (entry & exit)	Promote Same School
Exit Date	06/09/2015
Exit Code	W10 (Transfer/In-District)
Exit Comment	
Full-Time Equivalency	
Grade Level	
Track	
District of Residence	

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those

**Legend**

Icons \* - Required Field | - Date Entry |

W10 (Transfer/In-District)

W20 (Withdrawn/Unknown Status)

W21 (Graduated)

W22 (Transfer/Out of District)

W23 (Transfer/Adult Education)

W24 (Moved Out of District/ School Unknown)

W25 (Withdrawn/Home Schooled)

W26 (Withdrawn/Health or Pregnancy)

W27 (Withdrawn/Tech School)

NS (No-Show/Never Enrolled)

W28 (Withdrawn/4-Year College)

W29 (Withdrawn/Work)

W30 (Withdrawn/Military)

W31 (Withdrawn/Juvenile Corrections)

W32 (Withdrawn/Adult Corrections)

W33 (Withdrawn/Expulsion)

W34 (Withdrawn/Charter School)

W35 (Deceased)

W36 (Dropout)

W37 (Re-enrolled Next School Year)

P (Promoted (For End of Year Process))

R (Retained (For End of Year Process))

GC (Grade Level Change)

EG (Early Graduate)

W39 (Exceeded maximum age for attendance)

W38 (Adult Ed/Diploma Tracking)

W40 (Adult Ed/GED Tracking)

## Clarification of Terms: Entry and Exit Data Values

<b>Entry Date</b> <i>(EntryDate)</i> <i>[Students(1)]</i> <i>And</i> <i>[Reenrollments(18)]</i>	<p>This field reflects information concerning the student's enrollment status. Changes to the student's enrollment status are made in the student menu &gt; Enrollment section &gt; Functions. Enrollment information can be edited from the Transfer Info &gt; Edit Current Enrollment page.</p> <p>Date format: mm/dd/yyyy</p>
<b>Entry Code</b> <i>(EntryCode)</i> <i>[Students(1)]</i> <i>And</i> <i>[Reenrollments(18)]</i>	<p>This field reflects information concerning the student's enrollment status. Changes to the student's enrollment status are made in the student menu &gt; Enrollment section &gt; Functions. Enrollment information can be edited from the Transfer Info &gt; Edit Current Enrollment page.</p>

	<p>SC Entry Codes:</p> <ul style="list-style-type: none"> <li>E indicates the student entered school during the current year</li> <li>EEI indicates the student is <b>not</b> eligible for funding for this current school year.</li> </ul>
<b>Exit Date</b> <i>(ExitDate)</i> <i>[Students(1)]</i> <i>And</i> <i>[Reenrollments(18)]</i>	<p>This field reflects information concerning the student's enrollment status. Changes to the student's enrollment status are made in the student menu &gt; Enrollment section &gt; Functions. Enrollment information can be edited from the Transfer Info &gt; Edit Current Enrollment page.</p> <p><b>Note the date format: mm/dd/yyyy.</b></p>
<b>Exit Code</b> <i>(ExitCode)</i> <i>[Students(1)]</i> <i>And</i> <i>[Reenrollments(18)]</i>	<p>This field reflects information concerning the student's enrollment status. Changes to the student's enrollment status are made in the student menu &gt; Enrollment section &gt; Functions. Enrollment information can be edited from the Transfer Info &gt; Edit Current Enrollment page.</p> <p>SC Exit Codes:</p> <ul style="list-style-type: none"> <li>W10 (Transfer /In-District)</li> <li>W20 (Withdrawn/Unknown Status)</li> <li>W21 (Graduated)</li> <li>W22 (Transfer/Out of District)</li> <li>W23 (Transfer/Adult Education)</li> <li>W24 (Moved Out of District/School Unknown)</li> <li>W25 (Withdrawn/Home Schooled)</li> <li>W26 (Withdrawn/Health or Pregnancy)</li> <li>W27 (Withdrawn/Tech School)</li> <li>W28 (Withdrawn/4-Year College)</li> <li>W29 (Withdrawn/Work)</li> <li>W30 (Withdrawn/Military)</li> <li>W31 (Withdrawn/Juvenile Corrections)</li> <li>W32 (Withdrawn/Adult Corrections)</li> <li>W33 (Withdrawn/Expulsion)</li> <li>W34 (Withdrawn/Charter School)</li> <li>W35 (Deceased)</li> <li>W36 (Dropout)</li> <li>W37 (Re-enrolled Next School Year)</li> <li>W38 (Adult Ed – Diploma Tracking)</li> <li>W39 (Exceeded Max Age for Attendance)</li> <li>W40 (Adult Ed – GED Tracking)</li> <li>EG Early Graduate</li> <li>GC Grade Change</li> <li>NS (No Show)</li> <li>P Promoted</li> <li>R Retained</li> </ul> <p>Please verify all codes for your district to ensure your have all updates provided through the SCDE offices and no one has mistakenly deleted a code.</p>
<b>Grade Level</b> <i>(Grade_Level)</i> <i>[Students(1)]</i> <i>And</i> <i>[Reenrollments(18)]</i> <b>New grade level for 2015-16: PK3</b>	<p>Verify/edit to ensure the grade level to which a student is assigned is correct for the current year and the current school.</p> <p>If a student is assigned to a school for which the grade level cannot accurately display the student's "correct" grade level, then assign <u>the highest grade level in the range for this specific school.</u></p> <p><b>Note:</b> Some special programs to which students are assigned are offered at physical locations for which grade levels cannot correctly indicate true grade level. Enter the student's "True Grade" value on the SC Student Information page.</p>
<b>District of Residence</b> <i>(DistrictOfResidence)</i> <i>[Students(1)]</i> <i>And</i> <i>[Reenrollments(18)]</i> <b>Requirement beginning 2014-15: District of</b>	<p>Enter or verify the correct selection for the district in which the student currently lives:</p> <ul style="list-style-type: none"> <li>For a new student, you will select the District of Residence from the drop-down list on the Enroll New Student page to indicate the district for which the student is currently zoned to attend.</li> <li>For students who have been enrolled, use the Edit Transfer Information page to verify the district for which the student is currently zoned to attend.</li> </ul> <p><b>The field must be populated for every student in your district beginning 2014-15</b></p>

<b>Residence must be entered for all students.</b>	<p><b>since it impacts reporting for EDFacts, Direct Certification and Special Needs Transportation.</b></p> <p>The District of Residence is the geographical district in which the parent(s) or legal guardian(s) lives. The South Carolina Code of Laws Ann. § 59-63-30 states “a child shall be entitled to attend the public schools of any school district, without charge, if such child resides with its parents or legal guardian; and the parent or legal guardian, with whom the child resides, is a legal resident of such school district.” South Carolina Code of Laws § 59-19-90 (9) &amp; (10) provides for the general powers and duties of your local school board of trustees. “The local board of trustees has the sole authority and jurisdiction under state law to transfer and assign pupils. To transfer any pupil from one school to another so as to promote the best interests of education, and determine the school within its district in which any pupil shall enroll; and (10) Prescribe conditions and charges for attendance.” Neither the State Department of Education nor the State Superintendent of Education has the legal authority to intervene and override the local school board decisions made regarding issues of this nature.</p>
<b>School</b> (Name) [Schools]	Name of the school in which the student is enrolled by grade level.

PowerSchool
School: Dutch Fork High School Term

Start Page > Student Selection > Transfer Information

Transfer Information

DFHS

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/18/2011	E 06/02/2012	12	Promote Same School		Dutch Fork High School	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/19/2010	E 06/04/2011	P 11	Promote Same School	Promote Same School	Dutch Fork High School	
08/20/2009	E 06/03/2010	P 10		Promote Same School	Dutch Fork High School	
08/21/2008	E 06/06/2009	W28 9			Dutch Fork High School	
08/23/2007	E 06/06/2008	W28 8			Dutch Fork Middle School	
08/17/2006	E 06/01/2007	W28 7			Dutch Fork Middle School	
08/11/2005	E 05/25/2006	W28 6			CrossRoads Middle School	
08/12/2004	E 05/26/2005	W28 5			Ballentine Elementary School	
08/14/2003	E 05/27/2004	W28 4			Ballentine Elementary School	
08/15/2002	E 05/29/2003	W28 3			Dutch Fork Elementary School	
08/16/2001	E 05/31/2002	W28 2			Dutch Fork Elementary School	
08/17/2000	E 06/01/2001	W28 1			Dutch Fork Elementary School	

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those operations.



## Transportation Page

The SCDE will not need to collect any data from the PS Transportation page for 2015-16; instead, those data will be available through Enrich Assess. This tab will no longer be displayed as part of the “State Reporting” pages.

Note: It is most important that you populate the Medicaid number field in your PS database so that your school and district can receive the funds necessary to provide appropriate services for student transportation needs.

### **Transportation Data Entry Updates**

The "Transportation Needed" label is now displayed as "Transportation Mode" on the SC Student Information page. Data may be entered for an AM and PM mode of transportation based on your district requirements.

SCDE will continue to work with the Enrich IEP and Level Data projects to incorporate Special Needs Transportation data into Enrich IEP and then writing those data into PowerSchool during the coming year.

## Work-Based Learning Page: 2015-2016 Updates

The South Carolina Education and Economic Development Act (SC EEDA) data must be collected for ALL students participating in Work-Based Learning experiences using the current student data-base collection tool. These data are then compiled for each experience completed.

The Work-Based Learning fields have been designed to collect information for five experiences in which the student may have participated throughout the school year. The following definitions are provided and apply for the five experiences: WBL Experience 1, WBL Experience 2, WBL Experience 3, WBL Experience 4, and WBL Experience 5.

### Work Based Learning Data Entry Page Updated

The following updates are made:

- All of the Work Based Learning fields are added for a fifth Work Based Learning experience.
- Work Based Learning experiences include each field shown below that must be populated with appropriate values:
  - WBL Experience 1
  - WBL Exp1 Owner
  - WBL Start Date 1
  - WBL End Date 1
  - WBL Worksite Name 1
  - WBL Worksite Phone 1
  - WBL Worksite Supervisor 1
  - \* WBL Paid 1
  - \* WBL Course Credit 1
  - \* WBL School/Center Coordinator 1
  - \* WBL Worksite Address 1
  - \* WBL Worksite City 1
  - \* WBL Worksite State 1
  - \* WBL Worksite Zip code 1
- If one of these fields is populated within the experience, the rest of the fields must be completed before you can submit.
- The Start Date and End Date fields must be valid dates.
- The calendar widgets are added for date entry.
- An edit is added to prevent your entering an end date that comes after the start date.
- An edit is added for all WBL Experience Owners field; this field must be a 7 digit number.
- The value “U – Structured Field Study” is added to all WBL Experience drop-down menus.
- Career Assessment fields are added for 4 – 6 and the drop-down menu has been updated for all six Career Assessment fields.

Locate additional resources at the Office of Career and Technology Education web page

(<http://ed.sc.gov/agency/ccr/Career-and-Technology-Education/>) on the SC Department of Education's web site.

## Work-Based Learning Fields to be Populated for SCDE Data Collection

Display Name	Internal Field Name	First Due
Career Assessment 1	WBL_CarAssessCode1	QDC4 ONLY
Career Assessment 2	WBL_CarAssessCode2	QDC4 ONLY
Career Assessment 3	WBL_CarAssessCode3	QDC4 ONLY
Career Assessment 4	WBL_CarAssessCode4	QDC4 ONLY
Career Assessment 5	WBL_CarAssessCode5	QDC4 ONLY
Career Assessment 6	WBL_CarAssessCode6	QDC4 ONLY
Credit 1	WBL_CreditInd1	QDC4 ONLY
Credit 2	WBL_CreditInd2	QDC4 ONLY
Credit 3	WBL_CreditInd3	QDC4 ONLY
Credit 4	WBL_CreditInd4	QDC4 ONLY
Credit 5	WBL_CreditInd5	QDC4 ONLY
Other support provided to you by worksite 1	WBL_OtherSupp1	QDC4 ONLY
Other support provided to you by worksite 2	WBL_OtherSupp2	QDC4 ONLY
Other support provided to you by worksite 3	WBL_OtherSupp3	QDC4 ONLY
Other support provided to you by worksite 4	WBL_OtherSupp4	QDC4 ONLY
Other support provided to you by worksite 5	WBL_OtherSupp5	QDC4 ONLY
Service Learning Hours ( Grayed out)	SrvcLearnHrs	
WBL Address 1	WBL_Add1	QDC4 ONLY
WBL Address 2	WBL_Add2	QDC4 ONLY
WBL Address 3	WBL_Add3	QDC4 ONLY
WBL Address 4	WBL_Add4	QDC4 ONLY
WBL Address 5	WBL_Add5	QDC4 ONLY
WBL City 1	WBL_City1	QDC4 ONLY
WBL City 2	WBL_City2	QDC4 ONLY
WBL City 3	WBL_City3	QDC4 ONLY
WBL City 4	WBL_City4	QDC4 ONLY
WBL City 5	WBL_City5	QDC4 ONLY
WBL Worksite e Email Address 1	WBL_Email1	QDC4 ONLY

WBL <b>Worksite</b> Email Address 2	WBL_Email2	QDC4 ONLY
WBL <b>Worksite</b> Email Address 3	WBL_Email3	QDC4 ONLY
WBL <b>Worksite</b> Email Address 4	WBL_Email4	QDC4 ONLY
<b>WBL Worksite Email Address 5</b>	<b>WBL_Email5</b>	<b>QDC4 ONLY</b>
WBL <b>Worksite</b> Name 1	WBL_EmpName1	QDC4 ONLY
WBL <b>Worksite</b> Name 2	WBL_EmpName2	QDC4 ONLY
WBL <b>Worksite</b> Name 3	WBL_EmpName3	QDC4 ONLY
WBL <b>Worksite</b> Name 4	WBL_EmpName4	QDC4 ONLY
<b>WBL Worksite Name5</b>	<b>WBL_EmpName5</b>	<b>QDC4 ONLY</b>
WBL End Date 1	WBL_EndDate1	QDC4 ONLY
WBL End Date 2	WBL_EndDate2	QDC4 ONLY
WBL End Date 3	WBL_EndDate3	QDC4 ONLY
WBL End Date 4	WBL_EndDate4	QDC4 ONLY
<b>WBL End Date 5</b>	<b>WBL_EndDate5</b>	<b>QDC4 ONLY</b>
WBL Exp1 Owner	WBL_ExpOwner1	QDC4 ONLY
WBL Exp2 Owner	WBL_ExpOwner2	QDC4 ONLY
WBL Exp3 Owner	WBL_ExpOwner3	QDC4 ONLY
WBL Exp4 Owner	WBL_ExpOwner4	QDC4 ONLY
<b>WBL Exp5 Owner</b>	<b>WBL_ExpOwner5</b>	<b>QDC4 ONLY</b>
WBL Experience 1	WBL_ExpCode1	QDC4 ONLY
WBL Experience 2	WBL_ExpCode2	QDC4 ONLY
WBL Experience 3	WBL_ExpCode3	QDC4 ONLY
WBL Experience 4	WBL_ExpCode4	QDC4 ONLY
<b>WBL Experience 5</b>	<b>WBL_ExpCode5</b>	<b>QDC4 ONLY</b>
WBL Number of annual ELO student opportunities provided 1	WBL_AnnualELO1	QDC4 ONLY
WBL Number of annual ELO student opportunities provided 2 (Grayed out)	WBL_AnnualELO2	QDC4 ONLY
WBL Number of annual ELO student opportunities provided 3 (Grayed out)	WBL_AnnualELO3	QDC4 ONLY
WBL Number of annual ELO student opportunities provided 4 (Grayed out)	WBL_AnnualELO4	QDC4 ONLY
WBL Start Date 1	WBL_StartDate1	QDC4 ONLY
WBL Start Date 2	WBL_StartDate2	QDC4 ONLY
WBL Start Date 3	WBL_StartDate3	QDC4 ONLY
WBL Start Date 4	WBL_StartDate4	QDC4 ONLY
<b>WBL StartDate5</b>	<b>WBL_StartDate5</b>	<b>QDC4 ONLY</b>
WBL Type of Business 1	WBL_Type1	QDC4 ONLY

WBL Type of Business 2	WBL_Type2	QDC4 ONLY
WBL Type of Business 3	WBL_Type4	QDC4 ONLY
WBL Type of Business 4	WBL_Type4	QDC4 ONLY
WBL Type of Business 5	WBL_Type5	QDC4 ONLY
WBL Zipcode 1	WBL_Zip1	QDC4 ONLY
WBL Zipcode 2	WBL_Zip2	QDC4 ONLY
WBL Zipcode 3	WBL_Zip3	QDC4 ONLY
WBL Zipcode 4	WBL_Zip4	QDC4 ONLY
WBL Zipcode 5	WBL_Zip5	QDC4 ONLY

State/Province-SC ☐ South Carolina State Information ☐ Work-Based Learning Tab

Work Based Learning Data Entry

WBL Experience 1  \*WBL Start Date

\*WBL Start Date

\*WBL End Date

\*WBL Experience Name 1

\*WBL Experience Phone 1

\*WBL Experience Size 1

\*WBL Experience Supervisor 1

\*WBL Experience Supervisor Job Title 1

\*WBL Paid 1

\*WBL Related to Career Plan 1

\*WBL Course Credit 1

\*WBL School/Career Coordinator 1

\*WBL Experience Address 1

\*WBL Experience City 1

\*WBL Experience State 1

\*WBL Experience Zipcode 1

\*WBL Experience Email Address 1

\*WBL Number of annual ELO student opportunities provided 1

Other support provided to you by WBL Experience 1

\*WBL Experience Type of Business 1

WBL Experience 2  \*WBL Start Date

\*WBL Start Date

\*WBL End Date

\*WBL Experience Name 2

\*WBL Experience Phone 2

\*WBL Experience Size 2

\*WBL Experience Supervisor 2

\*WBL Experience Supervisor Job Title 2

\*WBL Paid 2

\*WBL Related to Career Plan 2

\*WBL Course Credit 2

\*WBL School/Career Coordinator 2

\*WBL Experience Address 2

\*WBL Experience City 2

\*WBL Experience State 2

\*WBL Experience Zipcode 2

\*WBL Experience Email Address 2

\*WBL Number of annual ELO student opportunities provided 2

Other support provided to you by WBL Experience 2

\*WBL Experience Type of Business 2

WBL Experience 3  \*WBL Start Date

\*WBL Start Date

\*WBL End Date

\*WBL Experience Name 3

\*WBL Experience Phone 3

\*WBL Experience Size 3

\*WBL Experience Supervisor 3

\*WBL Experience Supervisor Job Title 3

\*WBL Paid 3

\*WBL Related to Career Plan 3

\*WBL Course Credit 3

\*WBL School/Career Coordinator 3

\*WBL Experience Address 3

\*WBL Experience City 3

\*WBL Experience State 3

\*WBL Experience Zipcode 3

\*WBL Experience Email Address 3

\*WBL Number of annual ELO student opportunities provided 3

Other support provided to you by WBL Experience 3

\*WBL Experience Type of Business 3

WBL Experience 4  \*WBL Start Date

\*WBL Start Date

\*WBL End Date

\*WBL Experience Name 4

\*WBL Experience Phone 4

\*WBL Experience Size 4

\*WBL Experience Supervisor 4

\*WBL Experience Supervisor Job Title 4

\*WBL Paid 4

\*WBL Related to Career Plan 4

\*WBL Course Credit 4

\*WBL School/Career Coordinator 4

\*WBL Experience Address 4

\*WBL Experience City 4

\*WBL Experience State 4

\*WBL Experience Zipcode 4

\*WBL Experience Email Address 4

\*WBL Number of annual ELO student opportunities provided 4

Other support provided to you by WBL Experience 4

\*WBL Experience Type of Business 4

WBL Experience 5  \*WBL Start Date

\*WBL Start Date

\*WBL End Date

\*WBL Experience Name 5

\*WBL Experience Phone 5

\*WBL Experience Size 5

\*WBL Experience Supervisor 5

\*WBL Experience Supervisor Job Title 5

\*WBL Paid 5

\*WBL Related to Career Plan 5

\*WBL Course Credit 5

\*WBL School/Career Coordinator 5

\*WBL Experience Address 5

\*WBL Experience City 5

\*WBL Experience State 5

\*WBL Experience Zipcode 5

\*WBL Experience Email Address 5

\*WBL Number of annual ELO student opportunities provided 5

Other support provided to you by WBL Experience 5

\*WBL Experience Type of Business 5

Career Assessment 1

Career Assessment 2

Career Assessment 3

Career Assessment 4

Career Assessment 5

Career Assessment 6

Service Learning Hours

\* Required Fields

## Work Based Learning Initialization

The WBL team has asked that these fields NOT be initialized so that data values can be available for each student's historical reports for learning experiences. This process (WBL initialization) is no longer available.

### Clarification of Terms

On the **Work-Based Learning Data Entry** page, select appropriate information for the student for up to **five** different work experiences. Data elements collected for reporting purposes include the following fields (**RF** indicates required field):

<b>WBL Experience(s) 1, 2, 3, 4, and 5</b> ( <i>WBL_ExpCode1</i> ) ( <i>WBL_ExpCode2</i> ) ( <i>WBL_ExpCode3</i> ) ( <i>WBL_ExpCode4</i> ) <i>WBL_ExpCode5</i> ) <i>[S_SC_STU_WBL_X]</i>	Select the Work-Based Learning Experience(s) that the student participated in for the school year: <b>RF</b> <ul style="list-style-type: none"> <li>• Blank – [default]</li> <li>• C – Cooperative Education</li> <li>• F – School-Based Enterprise</li> <li>• I – Internship</li> <li>• L – Service Learning</li> <li>• M – Mentoring</li> <li>• U – Structured Field Study</li> <li>• R – Registered Apprenticeship</li> <li>• S – Shadowing: On-Site</li> <li>• V – Shadowing: Virtual</li> <li>• Y – Youth Apprenticeship</li> </ul>
<b>WBL Experience 1, 2, 3, 4, and 5 Owner</b> ( <i>WBL_ExpOwner1</i> ) ( <i>WBL_ExpOwner2</i> ) ( <i>WBL_ExpOwner3</i> ) ( <i>WBL_ExpOwner4</i> ) ( <i>WBL_ExpOwner5</i> ) <i>[S_SC_STU_WBL_X]</i>	This field identifies the school responsible for the Work-Based Learning experience. An entry of the seven digit school identification number (SIDN) should be made in this field <b>only</b> if the experience is offered through another school/career center.
<b>WBL Start Date (s) 1, 2, 3, 4, and 5</b> ( <i>WBL_StartDate1</i> ) ( <i>WBL_StartDate2</i> ) ( <i>WBL_StartDate3</i> ) ( <i>WBL_StartDate4</i> ) ( <i>WBL_StartDate5</i> ) <i>[S_SC_STU_WBL_X]</i>	Enter the student's start date for the Work-Based Learning experience(s). <b>RF</b>
<b>WBL End Date(s) 1, 2, 3, 4, and 5</b> ( <i>WBL_EndDate1</i> ) ( <i>WBL_EndDate2</i> ) ( <i>WBL_EndDate3</i> ) ( <i>WBL_EndDate4</i> ) ( <i>WBL_EndDate5</i> ) <i>[S_SC_STU_WBL_X]</i>	Enter the student's <b>end</b> date for the Work-Based Learning experience(s). <b>Shadowing should have the same start date and end date.</b> <b>RF</b>
<b>WBL Worksite Name(s) 1, 2, 3, 4, and 5</b> ( <i>WBL_EmpName1</i> ) ( <i>WBL_EmpName2</i> ) ( <i>WBL_EmpName3</i> ) ( <i>WBL_EmpName4</i> ) ( <i>WBL_EmpName5</i> ) <i>S_SC_STU_WBL_X]</i>	Enter the Work-Based Learning <b>worksite/ business</b> name(s). Verify the spelling and consistent entry per student. <b>RF</b>
<b>WBL Worksite Phone(s) 1, 2, 3, 4, and 5</b> ( <i>WBL_EmpPhone1</i> ) ( <i>WBL_EmpPhone2</i> ) ( <i>WBL_EmpPhone3</i> ) ( <i>WBL_EmpPhone4</i> ) ( <i>WBL_EmpPhone5</i> ) <i>[S_SC_STU_WBL_X]</i>	Enter the Work-Based Learning <b>worksite/business</b> phone number(s) <b>with area code included</b> . <b>Ex.(803) 791-1234</b>
<b>WBL Worksite Size 1, 2, 3, 4, and 5</b> ( <i>WBL_EmpSize1</i> ) ( <i>WBL_EmpSize2</i> ) ( <i>WBL_EmpSize3</i> ) ( <i>WBL_EmpSize4</i> ) <i>[S_SC_STU_WBL_X]</i>	Select the business size that corresponds to the actual size of the <b>worksite</b> business providing the student's Work-Based Learning experience. <ul style="list-style-type: none"> <li>• <b>Blank – none</b> [default]</li> <li>• <b>L – 500+ Employees</b></li> <li>• <b>M – 50-499 Employees</b></li> <li>• <b>S – 0-49 Employees</b></li> </ul>

<b>WBL Worksite Supervisor 1, 2, 3, 4, and 5</b> (WBL_Supervisor1) (WBL_Supervisor2) (WBL_Supervisor3) (WBL_Supervisor4) (WBL_Supervisor5) [S_SC_STU_WBL_X]	Enter the name of the <b>worksite</b> supervisor within the <b>business</b> where the student was placed for the Work-Based Learning experience. <b>RF</b>
<b>WBL Worksite Supervisor Job Title 1, 2, 3, 4, and 5</b> (WBL_JobTitle1) (WBL_JobTitle2) (WBL_JobTitle3) (WBL_JobTitle4) (WBL_JobTitle5) [S_SC_STU_WBL_X]	Enter the title of the <b>worksite supervisor's</b> job role within the business where the student was placed for the Work-Based Learning experience.
<b>WBL Paid 1, 2, 3, 4, and 5</b> (WBL_PaidInd1)(WBL_PaidInd2) (WBL_PaidInd3)(WBL_PaidInd4)(WBL_PaidInd5) (WBL_PaidInd5) [S_SC_STU_WBL_X]	Select "Yes" if the student received compensation for the Work-Based Learning experience they completed. <b>RF</b> <ul style="list-style-type: none"> <li>• <b>Blank</b> – blank [default]</li> <li>• <b>Y</b> – Yes</li> <li>• <b>N</b> – No</li> </ul>
<b>WBL Related to Career Plan</b> <b>1, 2, 3, 4, and 5</b> (WBL_RelateCareerPlanInd1) (WBL_RelateCareerPlanInd2) (WBL_RelateCareerPlanInd3) (WBL_RelateCareerPlanInd4) (WBL_RelateCareerPlanInd5) [S_SC_STU_WBL_X]	Select "Yes" if the Work-Based Learning experience the student completed was related to their career plan. <ul style="list-style-type: none"> <li>• <b>Blank</b> – blank [default]</li> <li>• <b>Y</b> – Yes</li> <li>• <b>N</b> – No</li> </ul>
<b>WBL Course Credit</b> <b>1, 2, 3, 4, and 5</b> (WBL_CreditInd1) ( WBL_CreditInd2) ( WBL_CreditInd3) ( WBL_CreditInd4) ( WBL_CreditInd5) [S_SC_STU_WBL_X]	Select "Yes" if the student received <b>course</b> credit for the Work-Based Learning experience they completed. <b>RF</b> <ul style="list-style-type: none"> <li>• <b>Blank</b> – blank [default]</li> <li>• <b>Y</b> – Yes</li> <li>• <b>N</b> – No</li> </ul>
<b>WBL School Coordinator 1, 2, 3, 4, and 5</b> (WBL_Coordinator1) (WBL_Coordinator2) (WBL_Coordinator3) (WBL_Coordinator4) (WBL_Coordinator5) [S_SC_STU_WBL_X]	Enter the name of the <b>School</b> Work-Based Learning Coordinator scheduling the learning experience. <b>RF</b>
<b>WBL Worksite Address 1, 2,3, 4 and 5</b> (WBL_Add1) (WBL_Add2) (WBL_Add3) (WBL_Add4) (WBL_Add5) [S_SC_STU_WBL_X]	Enter the street address or post office box of the <b>worksite/business</b> providing the <b>work-based learning</b> experience. <b>RF</b>
<b>WBL Worksite City 1, 2, 3, 4, and 5</b> (WBL_City1) (WBL_City2) (WBL_City3) (WBL_City4) (WBL_City5) [S_SC_STU_WBL_X]	Enter the city of the <b>worksite/business</b> providing the <b>work-based learning</b> experience. <b>RF</b>
<b>WBL Worksite Zip Code 1, 2, 3, 4, and 5</b> (WBL_Zip1) (WBL_Zip2) (WBL_Zip3) (WBL_Zip4) (WBL_Zip5) [S_SC_STU_WBL_X]	Enter the name of the zip code of the <b>worksite/business</b> providing the <b>work-based learning</b> experience. <b>RF</b>
<b>Other support provided to you by WBL Worksite</b> <b>1, 2, 3, 4, and 5</b> (WBL_OtherSupp1) (WBL_OtherSupp2) (WBL_OtherSupp3) (WBL_OtherSupp4) (WBL_OtherSupp5) [S_SC_STU_WBL_X]	Enter other support provided to you by the worksite/business providing the WBL experience.

<b>WBL Worksite Email Address 1, 2, 3, 4, 5</b> <i>(WBL_Email1) (WBL_Email2) (WBL_Email3) (WBL_Email4)</i> <i>(WBL_Email5)</i> <i>[S_SC_STU_WBL_X]</i>	Enter the email address of the <b>worksite</b> supervisor within the <b>business</b> where the student was placed for the Work-Based Learning experience.															
<b>WBL Number of Annual ELO Student Opportunities Provided 1, 2, 3, 4, and 5</b> <i>(WBL_AnnualELO1) (WBL_AnnualELO2) (WBL_AnnualELO3)</i> <i>(WBL_AnnualELO4) (WBL_AnnualELO4)</i> <i>[S_SC_STU_WBL_X]</i>	Enter the number of total extended learning opportunities this employer has provided this year to any/all students.															
<b>WBL Worksite type of Business 1, 2, 3, 4, and 5</b> <i>(WBL_Type1) (WBL_Type2) (WBL_Type3) (WBL_Type4) (WBL_Type5)</i> <i>[S_SC_STU_WBL_X]</i>	Select from the drop down list the <b>worksite's</b> type of business. <table border="1" data-bbox="971 684 1507 1335"> <tr><td>Blank – [default]</td></tr> <tr><td>1 - Agriculture, Food, and Natural Resources</td></tr> <tr><td>2 - Architecture and Construction</td></tr> <tr><td>3 - Arts, A/V Technology, and Communications</td></tr> <tr><td>4 - Business Management and Administration</td></tr> <tr><td>5 - Education and Training</td></tr> <tr><td>6 - Finance</td></tr> <tr><td>7 - Government and Public Administration</td></tr> <tr><td>8 - Health Science</td></tr> <tr><td>9 - Hospitality and Tourism</td></tr> <tr><td>10 - Human Services</td></tr> <tr><td>11 - Information Technology</td></tr> <tr><td>12 - Law, Public Safety, Corrections, and Security</td></tr> <tr><td>13 - Manufacturing</td></tr> <tr><td>14 - Marketing</td></tr> </table>	Blank – [default]	1 - Agriculture, Food, and Natural Resources	2 - Architecture and Construction	3 - Arts, A/V Technology, and Communications	4 - Business Management and Administration	5 - Education and Training	6 - Finance	7 - Government and Public Administration	8 - Health Science	9 - Hospitality and Tourism	10 - Human Services	11 - Information Technology	12 - Law, Public Safety, Corrections, and Security	13 - Manufacturing	14 - Marketing
Blank – [default]																
1 - Agriculture, Food, and Natural Resources																
2 - Architecture and Construction																
3 - Arts, A/V Technology, and Communications																
4 - Business Management and Administration																
5 - Education and Training																
6 - Finance																
7 - Government and Public Administration																
8 - Health Science																
9 - Hospitality and Tourism																
10 - Human Services																
11 - Information Technology																
12 - Law, Public Safety, Corrections, and Security																
13 - Manufacturing																
14 - Marketing																



<p><b>Career Assessment 1, 2, 3, 4, 5, 6</b> <i>WBL_CarAssessCode1</i>  <i>WBL_CarAssessCode2 WBL_CarAssessCode3 [Students(I)]</i></p> <p><b>Note: The order for the career interest inventories is different on the actual PS page: numbers 19-22 are at the top of the list.</b></p>	<p>Select the career interest inventory that has been administered to the student as part of their comprehensive career plan.</p> <p><b>Blank – [default]</b></p> <ul style="list-style-type: none"> <li>1-ACT Profile</li> <li>2-ACT WorkKeys</li> <li>3-ASVAB</li> <li>4-CAPS</li> <li>5-Career Ready 101</li> <li>6-COPES</li> <li>7-COPS</li> <li>8-Holland Self-Directed Search ( SDS)</li> <li>9-Kuder</li> <li>10-Myers-Briggs Type Indicator ( MBTI)</li> <li>11-SCOIS</li> <li>12-SCOIS Climb</li> <li>13-Strong Interest Inventory</li> <li>15-CAPS</li> <li>16-COPS</li> <li>17-COPES</li> <li>18-Other</li> <li>19-ACT Profile</li> <li>20-Career Ready 101</li> <li>21-SCOIS</li> <li>22-SCOIS Climb</li> </ul>
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## Career Assessment Inventory List

[Start Page](#) > [Student Selection](#) > [South Carolina State Information](#) > SC Work Based Learning

Career Assessment 1	19 - ACT Profile
Career Assessment 2	20 - Career Ready 101
Career Assessment 3	21 - SCOIS
Career Assessment 4	22 - SCOIS Climb
Career Assessment 5	1 - COIN/SCOIS Self-Assessment Survey
Career Assessment 6	2 - Holland Self-Directed Search (SDS)
Service Learning Hours	3 - Kuder Career Search with Person Match
* - Required Fields	4 - ASVAB
	5 - Discover
	7 - Strong Interest Inventory
	8 - Myers-Briggs Type Indicator (MBTI)
	9 - EXPLORE
	10 - PLAN
	11 - ACT Work Keys
	12 - Kuder Skills Assessment
	13 - Super's Work Values Inventory
	15 - CAPS
	16 - COPS
	17 - COPES
	18 - Other
<b>Legend</b>	

## Years and Terms Page

Setting up your school year and associated terms is instrumental in ensuring you will have a smooth-running school year. Scheduling, attendance, and grading assessment are all affected by terms you setup for each school. The following data fields are collected for each school:

Display Name	Internal Field Name	First Due Date
Abbreviation	Abbreviation	QDC1
Does not display	DCID	QDC1
Does not display	ID (TermID)	QDC1
Does not display	DistrictCode	QDC1
Does not display	SchoolID	QDC1
Does not display	NoOfDays	QDC1
First Day of Term	FirstDay	QDC1
Last Day of Term	LastDay	QDC1
Name of Term	Name	QDC1
What portion of the year does this term represent?	IsYearRec	QDC1
Year	YearID	QDC1

### District Level

Start Page → School Setup → District → Years & Terms → Create New School Year

PowerSchool

Welcome, Louise Amos | Help | Sign

School: District Office Term: 12-13 Y

Start Page > School Setup > Years & Terms > Create New School Year

Functions

Attendance

Daily Bulletin

Enrollment Summary

Master Schedule

Dashboard

Special Functions

Teacher Schedules

Reports

System Reports

ReportWorks

People

Student Search

Staff Search

Parent Search

Enroll New Student

New Staff Entry

New Parent Entry

Setup

Create New School Year

Name of School Year

Example Entry

2001-2002

Abbreviation

01-02

First Day of School

(MM/DD/YYYY)

08/23/2001

Last Day of School

(MM/DD/YYYY)

06/05/2002

Note: Once you have entered the first and last dates for the school year, they cannot be changed. Be absolutely sure that the dates are correct and in MM/DD/YYYY format before clicking the Submit button.

Submit

Legend

Page Icons: - Date Entry |

## School Level

Start Page → School Setup → District → Years & Terms → Edit School Year

Start Page > School Setup > Years & Terms > Edit School Year

**Functions**  
Attendance  
Daily Bulletin  
Enrollment Summary  
Master Schedule  
Dashboard  
Special Functions  
Teacher Schedules

**Reports**  
System Reports  
ReportWorks

**People**  
Student Search  
Staff Search

### Edit School Year

Option	Value
Name of School Year	2014-2015 x (example: 2000-2001)
Abbreviation	14-15 (example: 00-01)
First Day of School	08/19/2014
Last Day of School	06/08/2015
Periods	18
Days	1

Submit

## Clarification of Terms

<b>Name of School Year</b> <b>SCDE no longer collects this data value; however, it is essential to PS Year setup.</b>	Enter the school year name. SCDE does not collect this field; however, the PowerSchool tool requires that you enter a name: setting up terms each year is an integral part of years and term setup for the new year. A standard name used, for example name, is 2013-2014.
<b>Abbreviation</b> <i>(Abbreviation)</i> <i>[Terms(13)]</i>	Enter the abbreviation of the school year. For the year term, use numbers. For example, enter <b>13-14</b> for the 2013-2014 school year.
<b>First Day of Term</b> <i>(FirstDay)</i> <i>[Terms(13)]</i>	Enter the start date of the school year using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
<b>Last Day of Term</b> <i>(LastDay)</i> <i>[Terms(13)]</i>	Enter the end date of the school year using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
<b>Name of Term</b> <i>(Name)</i> <i>[Terms(13)]</i>	Enter the name of the term, which indicates when it occurs during the academic year. For example, enter <b>Semester 1</b> .
<b>What portion of the year does this term represent?</b> <i>(IsYearRec)</i> <i>[Terms(13)]</i>	Select the fraction or item that represents the portion of the school year during which the term takes place. For example, if you define Semester 1 and your school operates with trimesters, Semester 1 represents one-third of your school year.
<b>Year</b> <i>(YearID)</i> <i>[Terms(13)]</i>	A number representing which year the term belongs to, such as 13 for 2003-2004, if not cumulative - see StoreCode. The number is equal to the ID of the year term divided by 100.

For the school year 2015-2016, the year id is 2500.

## Appendices

### Appendix A: SC Data Collection Schedule, 2015-16

Offices within SCDE require different data for collections throughout the year; and as vendor dates are updated, the schedule will change slightly to accommodate both district and state levels.

<b>Collection</b>	<b>Registered Collection Number</b>	<b>Dates (may be updated)</b>
4K and 5K Assessment Precode Data Collection	SDE-08-tbd	August 20- August 25, 2015 at 9:00 AM
August Data Collection – Direct Cert/ Grade 2 Testing	SDE-08-tbd	August 20 – August 31, 2015 at 9:00 AM
Direct Cert/ Current Year Dropout Data	SDE-12-0001	September 14 – September 18, 2015
QDC 1 (on district's 45 <sup>th</sup> day) and EOCEP Precode Data	SDE-15-0002	October 20- October 29, 2015
45 day Funding Reports (via SWEET)	SDE-15-0002	November 2, 2015
Early Validation for December Dropout Data	SDE-15-0006t	November 12-30, 2015
December Drop-Out Collection	SDE-15-0006t	December 1 - December 11, 2015
Early Validation for QDC2/Precode	SDE-08-0005	TBD
QDC 2/Precode (Precode Print Data)	SDE-08-0005	TBD
February DC - Direct Cert	SDE-08-tbd	February 8 – February 12, 2016
Diploma Ordering	SDE-08-tbd	TBD
Early Validation for QDC3	SDE-12-0001	TBD
Precode Update	SDE-08-0005	TBD
QDC 3 (on district's 135 <sup>th</sup> day)	SDE-15-0002	March 17, 2016– March 28, 2016
CATE Placement (prior year data) and Direct Cert	SDE-16-0006	April 1 – 15, 2016
135 day Funding Reports (via Sweet)	SDE-15-0002	April 4, 2016
First Day of Testing and Direct Cert	SDE-08-tbd	TBD
Early Validation for QDC 4	SDE-12-0001	TBD
Students Not Tested (All appropriate tests)	SDE-15-0002	June 1, 2016
QDC 4	SDE-15-0002	After end-of-year data entry is completed
Graduate List – Spring Graduates	SDE-08-tbd	TBD

## Appendix B: 2015-2016 English Proficiency Codes for LEP Students

Contact Crystal Fields, OFSA, Title III/ESOL Coordinator at [cfields@ed.sc.gov](mailto:cfields@ed.sc.gov) for questions concerning LEP student information and coding of students:

SC English Language Proficiency	Full Description	Dropdown List Description	LEP Test Required
<b>Blank</b>	NA.	Select a value	<b>Y</b>
<b>1.0-1.9</b>	Student scored “Pre-functional” on an English language proficiency exam (ELP) assessment and is receiving ESOL services from mainstream or ESOL teacher(s). Note: Only 1.0 should be used for all 4K or younger students with language other than English on the Home Language Survey.	Pre-functional	<b>Y</b>
<b>2.0-2.9</b>	Student scored “Beginner” on an ELP assessment and is receiving ESOL services from mainstream or ESOL teacher(s).	Beginner	<b>Y</b>
<b>3.0-3.9</b>	Student scored “Intermediate” on an ELP assessment and is receiving ESOL services from mainstream or ESOL teacher(s).	Intermediate	<b>Y</b>
<b>4.0-4.9</b>	Student scored “Advanced” on an ELP assessment and is receiving ESOL services from mainstream or ESOL teacher(s).	Advanced	<b>Y</b>
<b>5.0-5.9</b>	Student scored Level 5—may not be English Proficient at grade level. Note: A student could have a composite score higher than 5 on the 2015 ACCESS but will result in the student <b>not</b> scoring FEP student must score a 5 in each of the four domains).	Initially Proficient	<b>Y</b>
<b>6NE</b>	Student scored a composite score of 5 or higher but did not exit (i.e., did not score 5 or higher on every one of the four domains).	Initially Proficient	<b>Y</b>
<b>6P</b>	Student scored proficient (Level = 5 to 6) and is no longer funded by Title III—monitored and can receive accommodations on assessments.	Initially Proficient	
<b>7P</b>	Student is in second year of exited status—monitored and can receive accommodations on assessments.	2 <sup>nd</sup> Year Exited	<b>N</b>
<b>8</b>	Former LEP student or Bilingual (student scored Fully English Proficient on an Initial Placement Test.)	English Speaker I	<b>N</b>
<b>9</b>	Student is a native English speaker.	English Speaker II	<b>N</b>
<b>A</b>	Student scored “Pre-functional” on an ELP assessment and is not receiving direct ESOL services based on parent refusal. Served mainstream teachers only.	Pre-Functional Waiver	<b>Y</b>
<b>B</b>	Student scored “Beginner” on an ELP assessment and is not receiving direct ESOL services based on parent refusal. Served mainstream teachers only.	Beginner Waiver	<b>Y</b>
<b>C</b>	Student scored “Intermediate” on an ELP assessment and is not receiving direct ESOL services based on parent refusal. Served mainstream teachers only.	Intermediate Waiver	<b>Y</b>
<b>D</b>	Student scored “Advanced” on an ELP assessment and is not receiving direct ESOL services based on parent refusal. Served mainstream teachers only.	Advanced Waiver	<b>Y</b>
<b>E</b>	Student scored “Fluent” on an ELP assessment but did not receive a 5 in each of the four assessed domains. Student is not receiving direct ESOL services based on parent refusal. Served by mainstream teachers only.	Fluent Waiver	<b>Y</b>
<b>X</b>	Student has been identified as an LEP student through a former assessment. However, there is no score from the previous school year.	Student missed annual ELD assessment	<b>Y</b>

## Appendix C: USPS Address Abbreviations

### Street Suffix Abbreviations

Street Suffix	US Postal Service Abbreviation
Alley	ALY
Annex	ANX
Avenue	AVE
Boulevard	BLVD
Bypass	BYP
Circle	CIR
Court	CT
Cove	CV
Creek	CRK
Crossing	XING
Crossroad(s)	XRD(S)
Curve	CURV
Expressway	EXPY
Extension	EXT
Ferry	FRY
Fork	FRK
Freeway	FWY
Gateway	GTWY
Highway	HWY
Landing	LNDG
Lane	LN
Loop	LOOP
Parkway	PKWY
Passage	PSGE
Path	PATH
Place	PL
Plaza	PLZ
Point	PT
Road	RD
Route	RTE
Street	ST
Terrace	TER
Trace	TRCE
Trail	TRL
View	VW
Walk	WALK
Way	WAY

**Secondary Address Abbreviations**

<b>Secondary Address</b>	<b>Abbreviation</b>
Apartment	APT
Building	BLDG
Lot	LOT
Suite	STE
Trailer	TRLR
Unit	UNIT

**Geographical Direction Abbreviations**

<b>Geographic Direction</b>	<b>Abbreviation</b>
North	N
East	E
South	S
West	W
Northeast	NE
Southeast	SE

**Examples:**

Mr. John Smith 102 Main ST APT 101 Columbia SC 29201	Mrs. Jane Doe PO BOX 34 Columbia SC 29201
Ms. Jane Green 1600 CENTRAL PL BLDG 14 Greenville SC 29999	Mr. Richard Smith 4417 BROOKS ST NE Aiken SC 29999
Mrs. Mary Smith 11001 HIGHWAY 76 BYP White Rock SC 29999	Mr. John Doe 101 W MAIN ST APT 12 Lancaster SC 29999
Mr. Jack Jones US HIGHWAY 70 Marion SC 29999	Mrs. Mary Johnson RR 3 BOX 98D Cope SC 29999
Mr. William Johnson 4513 3RD STREET CIR W Spartanburg SC 29999	Mrs. Jane Williams 101 COUNTY ROAD 20 Seneca SC 29999
Mrs. Anne Smith 1501 HIGHWAY 378 Red Bank SC 29999	Mrs. Mary Jane Jones 220 INTERSTATE 77 Chester SC 29999
Mrs. Sally Jones 7650 STATE ROAD 335 Edgefield SC 29999	Mrs. Anne Smith 1501 Freedom HWY Frogmore SC 29999



## Appendix D: The Mechanics of Latino Names

Hispanic last names represent the joining of two families and a person always has two last names to show his or her lineage. Since many non-Spanish speakers may not be aware that Hispanics almost always have two last names, it would be best to hyphenate the last names so that there is no question that a person has two last names. Many Hispanics also have middle names; therefore, it would not be proper to put the mother's last name as the student's middle name.

First Name	Middle Name	Last Name	Maternal Last Name
Juan	Manuel	Gonzalez	Lopez
Rosa	Maria	Perez	Martinez
If Rosa marries Juan, her new name would be:			
Rosa	Maria	Perez	Gonzalez
A child of Rosa and Juan would have these last names:			
Mario	Abel	Gonzalez	Perez
First Name	Middle Name	Last Name	Maternal Last Name

As a cultural side note, Filipinos having also been colonized by the Spanish, take the mother's and father's last name, using the mother's last name as their middle name.

## Appendix E: Language Codes Added for 2015-16

There are multiple codes/languages added to the selections for all fields related to languages our students may speak. Select the appropriate language or dialect from the drop-down values for each field (Languages for Oral and Written Communication, Home Language, Primary Language, and 1st Language Spoken). The “new” codes for languages and dialects are show in **the orange font**; previously listed languages are indicated in the black font below:

CODE	LANGUAGES
AFR	Afrikaans
ALB	Albanian
AMH	Amharic
ARB	Arabic
ARM	Armenian
BEN	Bengali
BIS	Bisaya
<b>Blank</b>	<b>English</b>
BUL	Bulgarian
BUR	Burmese
CMB	Cambodian
CNT	Cantonese
CRE	Creole
CRO	Croatian
DAR	Dari
DIN	Dinka
DUT	Dutch
FAR	Farsi
FIN	Finnish
FRN	French
GJR	Gujarati
GRK	Greek
GRM	German
HEB	Hebrew
HMN	Hmong
HNDi	Hind
IGB	Igbo
ITA	Italian
JPN	Japanese
KAC	Kachin
KAN	Kannada
KAR	Karen
KIN	Kinyarwanda
KRD	Kurdish
KRN	Korean
LAO	Lao

LIT	Lithuanian
MAI	Mai Mai
MAL	Malayalam
MAM	Mam
MIC	Micronesian
MND	Mandarin
NEP	Nepali
<b>OTH</b>	<b>Other</b>
PAO	Pa-Oh
PER	Perisian
POL	Polish
PON	Pohnpeian/Ponapean
POS	Poshto
PRT	Portuguese
PUN	Punjabi
ROM	Romanian
RSN	Russian
SLV	Slovak
SOM	Somali
SPN	Spanish
SWA	Swahili
SWE	Swedish
TAM	Tamil
TEL	Telugu
TGL	Tagalog
THA	Thai
TIG	Tigrinya
TRK	Turkish
UKR	Ukrainian
URD	Urdu
VTN	Vietnamese
WOL	Wolof
YOR	Yoruba
<b>CODE</b>	<b>DIALECTS</b>
CHI	Chin (Burma)
AKA	Akateko (Guatemala & Mexico)
CHU	Chuj (Guatemala & Mexico)
KIC	K'iche' (Guatemala)
MIX	Mixtec (Mexico)
POQ	Poqomam (Guatemala)
QAN	Q'anjob'al (Guatemala & Mexico)

Please send suggestions for clarifications or requests for further explanation or additional information for this guide to your PowerSchool Information team via the eServices support link: <https://eservices.ed.sc.gov> .